

JOB TITLE: Academic Success Coach – Part-time
DIVISION: Student Services
REPORTS TO: Dean of Student Services (or designee)
CLASSIFICATION: Hourly - Limited Term Employment
POSTING DATE: July 19, 2017

INTERNAL/EXTERNAL POSTING

SUMMARY: The Academic Success Coach works in a collaborative partnership with program faculty, respective Dean of the academic divisions. Dean of Students, campus Advisors/Counselors, Lead Academic Success Coach, and Learning Center staff to assist students who are at risk of not passing a program course at the academic level. This position will work in conjunction with the Lead Academic Success Coach to provide academic tutoring as well as study skills support to increase success in completing coursework. Position will be part-time (15 Hrs./week) contracted from start date until May 31, 2018.

ESSENTIAL DUTIES/RESPONSIBILITIES: include the following. Other duties may be assigned.

Provide Study Skills and grant related tutoring activities

- Academic Success Coach will visit Written Communication, Oral/Interpersonal Communication, Introduction to Diversity, Math with Business Applications, and Introduction to Psychology general education classes and provide direct support to students in understanding course content and applicability to programs of study
- Provide individual and group discussions as well as tutoring sessions to assist students grasp concepts in relation to the work world
- Assist the Lead Academic Success Coach as needed in collecting and managing quantitative and qualitative data associated with the reporting functions of the grant
- Responsible for identifying and reporting unsafe behavior or hazards.
- Organize, schedule and convene meetings with appropriate stakeholders
- Manage grant activities
- Submit financials and timely progress reports to funder as required
- Flexible work schedule that may involve some evenings, and weekends
- Follow all safety and security policies and procedures of the college

QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

- Bachelor's degree in secondary education or related field required
- Master's degree in education preferred
- A math and/or science background preferred
- A solid understanding of general education concepts and their applicability to the day-to-day operations within industry. Individuals with occupational experience related to agriculture, business management/IT, industrial occupations, and health
- Minimum of three years of professional experience in study skills development. Preferably experience working with at risk students or traditionally underserved populations
- Knowledge of study skills development and curriculum to support such activities
- Awareness of Southwest Tech programs and Southwest Wisconsin resources preferred
- Excellent interpersonal communication skills. Ability to relate successfully with students, other college staff and people of diverse cultural, social or educational back grounds
- Highly organized, able to manage multiple projects and meet critical deadlines, track details, work both independently and on a team
- Superior decision making and conflict resolution skills. Ability to use judgement, discretion, and maintain confidentiality with sensitive student issues

QUALIFICATIONS FOR EDUCATION AND EXPERIENCE (continued):

- Knowledge and skill with technology including computer software programs that will be used for data collection, decision making, communication, etc
- Valid Driver's License
- Able to successfully pass a criminal background check and a negative drug test

APPLICATIONS:

- Internal & External applicants - Visit <https://www.swtc.edu/about/job-opportunities> click **Apply Now** to complete and submit your application.

Contact humanresources@swtc.edu with questions regarding the application process or call 608.822.2314

CLOSING DATE FOR APPLICATIONS: August 2, 2017

STARTING DATE: As soon as possible (Part-time-15 hrs. /week ending on May 31, 2018)

SALARY BAND: B24, Hourly Wage Range, \$20.32 - \$26.41

SELECTION PROCESS: The Selection Committee will screen applicants and select candidates for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.