



Northwest-Shoals Community College

Student Success Coach

Position Announcement

STARTING DATE: **Approximately - March 2021**

QUALIFICATIONS:

- Minimum of a Bachelor's Degree in education, counseling, or related field, **required**.
- Two years of work experience in higher education, preferred.

ESSENTIAL FUNCTIONS:

- Work closely with Student Services personnel to stay abreast of changes and updates as related to currently enrolled academic advising and registration.
- Serve as an advisor and mentor for new, currently enrolled, and readmit students.
- Assist students in special programs such as 5-2 Finish, FAME, high school pathways, and Community Partners Program with registration, advising, and college transition.
- Provide general information to new, readmit, and transfer students related to college entry requirements, various testing services, advising and registration.
- Assist with activities in the college's Student Success Centers.
- Assist in strengthening and modifying student success programs based on best-practice principles/research as well as faculty, staff, and student evaluations.
- Support student academic success and engagement via one-on-one coaching, meetings, and academic skills/engagement programs with "at-risk" students.
- Assist with college recruiting activities.
- Facilitate Student Success courses.
- Assist Student Success personnel with creation and implementation of student success workshops and seminars.
- Advise students in the development of two-year degree plans.
- Assist with student activities (i.e. Spring Fling, Senior Day, Fall Cookout).

SALARY: Compensation is in accordance with the Alabama Community College System's Salary Schedule C3-A (\$37,263 - \$53,405).

APPLICATION PROCEDURES: **A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (original signature required),*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official), which must include institution's name, college degree, and degree date.*

****EMAILED OR FAXED APPLICATION MATERIALS WILL NOT BE ACCEPTED****

Submit application packet to:

Northwest-Shoals Community College
Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229

CLOSING DATE: **Applications should be received by no later than 4:00 p.m., Thursday, February 11, 2021.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.