



Position Title: Part-Time Student Success Coordinator

Job Code: 8349

Reports To: Department Chair

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Student Success Coordinator provides a broad range of support services to students designed to help students achieve their educational and career goals and will serve as an educational advocate for students.

Duties & Responsibilities:

- Assists with department's overall recruitment and retention strategies.
- Provides students with educational and career coaching.
- Communicates with Faculty to identify at-risk students and their needs.
- Coordinates with student services, testing, student life and career services to identify resources and other support for students.
- Facilitates coaching appointments with students and follows up on interventions.
- Serves as a role model and motivates students to achieve goals.
- Counsels students on conflict resolution strategies to resolve difficulties that impede their educational progress.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from an accredited institution and two (2) years of related experience.
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Must possess the cultural and linguistic sensitivity to promote the success of all members of a diverse community.
- Proficiency in Microsoft applications
- Ability to work independently with limited supervision
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name