

POSITION Academic Success Coach – 75%, LTE
APPLY BY July 28, 2019
HIRE DATE August 2019

DIVISION Student Services
REPORTS TO Academic Success Supervisor
CLASSIFICATION Non-Exempt – B24
POSTING DATE July 11, 2019

SUMMARY

The Academic Coach works in a collaborative partnership with faculty and staff to assist students who are at risk of not passing a program course at the academic level. This position will provide academic tutoring as well as academic support to increase success in completing coursework. Position will be a limited-term full-time position from August 2019 until May 15, 2020.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Develop and implement outreach strategies to increase course completion rates and retention for all students.
- Provide academic success support and grant related tutoring activities
- Provide direct classroom support to students in understanding course content and applicability to programs of study
- Identify and provide information about campus and community resources and college success strategies that will assist student achievement of educational success
- Determine and eliminate college barriers to student success and satisfaction.
- Provide individual and group discussions as well as tutoring sessions to assist students grasp concepts in relation to the work world
- Collect quantitative and qualitative data associated with retention and completion of students
- Perform duties in alternative hours to accommodate student's needs
- Responsible for identifying and reporting unsafe behavior or hazards
- Organize, schedule and convene meetings with appropriate stakeholders
- Document and perform 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

TRAINING 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
- Minimum of three years of professional experience in study skills development. Preferably experience working with at risk students or traditionally underserved populations

KNOWLEDGE & SKILLS

- 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
- 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 backgrounds
- 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
- Knowledge and skill with technology including computer software programs that will be used for data collection, decision making, communication, etc.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

WAGE BAND: B24 – \$20.32 - \$26.41

* 75% limited term position (9 months, 40 hours per week) through the Spring 2020 semester

PRO-RATED BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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| • Health Insurance | • Health Savings Account | • On-campus day care (hourly rate charge) |
| • Dental Insurance | • Health Club Access | |
| • Life Insurance | • Wisconsin Retirement System Contribution | |
| • Long-Term Disability | | |

SELECTION PROCESS

The Review Committee will screen applicants and contact them 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.