

**POSITION** **Academic Success Coach (Part-Time, LTE)**  
**APPLY BY** Posted Until Filled  
**HIRE DATE:** To Be Determined

**DIVISION** Disability Services  
**REPORTS TO** Disabilities/Support Services Manager  
**CLASSIFICATION** Hourly (Non-Exempt)  
**POSTING DATE** December 18, 2024

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## **SUMMARY**

The Academic Success Coach works in a collaborative partnership with program and general education faculty, advisors, Academic Deans, and other Knox Learning Center staff to assist students in a successful college experience. This position will provide academic tutoring and support to increase success in completing coursework and programs, assisting with the preparation of student success plans and academic preparedness, and connecting students to Southwest Tech resources and service offices. This position may require working in alternative hours including evenings and/or working on weekends to accommodate various student needs. This position is limited term and intended to support 20 hours per week during the **2025 Spring semester**.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Provide academic success support and tutoring to assist students with general course content and executive function strategies.
- Serve as an in-class tutor.
- Provide individual and group tutoring sessions to help students grasp concepts in relation to the work world.
- Identify and assist in eliminating college barriers to student success and satisfaction through the creation and implementation of student success plans.
- Serve as an academic success coach for students. This includes improving academic preparedness, preparing students for bachelor's degree transfer opportunities, and supporting student success plans.
- Develop and implement outreach strategies to increase course completion rates and retention for all students.
- Provide information about campus and community resources and college success strategies that will assist student achievement of educational success.
- Collect quantitative and qualitative data associated with student retention and program completion.
- Perform duties in alternative hours to accommodate student's needs including some possible evenings and/or weekends.
- Responsible for identifying and reporting unsafe behavior or hazards.
- Follow all safety and security policies and procedures of the college.

## **TRAINING AND EXPERIENCE**

- Bachelor's degree in secondary education or related field and 3 years of related experience. Combination of education and experience considered.
- Professional experience in study skills development, preferably experience working with at-risk students or traditionally underserved populations.
- Superior decision making and conflict resolution skills. Ability to use judgement, discretion, and maintain confidentiality with sensitive student issues.

## KNOWLEDGE

- A solid understanding of general education concepts and their applicability to the day-to-day operations within industries.
- Experience working with at-risk students or traditionally underserved populations preferred.
- Knowledge of study skills development and curriculum to support such activities.
- Awareness of Southwest Tech programs and Southwest Wisconsin resources preferred.

## SKILLS

- 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 with a team.
- Superior decision-making and conflict-resolution skills. Ability to use judgment, discretion, and maintain confidentiality with sensitive student issues.
- Familiar 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/jobs](http://www.swtc.edu/jobs)  
For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

If you need an accommodation, call 608.822.2314 (tdd: 608.822.2072) or email [humanresources@swtc.edu](mailto:humanresources@swtc.edu).

## SALARY RANGES

B24 Hourly: \$22.00 – \$28.61

## 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 may 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.