

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

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

DIVISION Student Services
REPORTS TO Director of Student Services
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE December 19, 2024

SUMMARY

The part-time 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 our Health/Science students 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. Position will be 20 hours per week during the Fall and Spring semesters. This position will require working in alternative hours including one evening per week and/or working on weekends to accommodate various student needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Provide individual, group, and classroom embedded academic tutoring and support to assist students with 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.

EDUCATION, EXPERIENCE, AND SKILLS

- Bachelor's degree in secondary education or related field; Master's degree preferred. Preference given to applicants with a health science background
- Professional experience in study skills development, preferably experience working with at risk students or traditionally underserved populations
- 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.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs. For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072).

SALARY RANGES

B24 Hourly: \$22.00-\$28.61

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits
- Paid Time Off

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.