

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 (Multiple Openings – ELL, Business, Health Science)  
**APPLY BY:** Open Until Filled  
**HIRE DATE:** August 2026

**DIVISION:** Student Services  
**REPORTS TO:** Disability and Support Services Manager  
**EMPLOYMENT TYPE:** Part-time and/or Full-time (flexible, dependent on candidate expertise and availability)  
**CLASSIFICATION:** Hourly or Salaried (Exempt or Non-Exempt)  
**POSTING DATE:** May 8, 2026

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## OVERVIEW OF POSITIONS

Southwest Wisconsin Technical College is seeking multiple Academic Success Coaches to support student success across key programs and student populations. These positions serve students broadly while providing specialized support in one or more of the following focus areas:

- English Language Learning (ELL)
- Business Management / Nontraditional Students (NTO)
- Health Sciences

Positions may be hired as part-time or full-time, and full-time roles may be structured by combining responsibilities across two focus areas. The number of positions filled will depend on applicant expertise, interest, and availability.

## SUMMARY

As an Academic Success Coach, you will provide proactive, academic and barrier-removal support to enhance student achievement, engagement, retention, and completion. Working collaboratively with faculty, advisors, and Student Success staff, you will support students through academic coaching and case management to address challenges related to course participation, program retention, and completion. You will support students through individualized milestone planning, routine progress monitoring, and connection to both campus and community resources, with particular emphasis on identifying and reducing barriers early that impact student persistence.

## ACADEMIC SUCCESS COACH ESSENTIAL DUTIES AND RESPONSIBILITIES (Across All Areas)

- Deliver individual, group, and classroom-embedded academic coaching and tutoring, including executive function, study strategies, and goal setting
- Monitor student progress, implement proactive interventions, and coordinate referrals to campus and community resources to address academic and personal barriers
- Maintain accurate documentation and contribute to data collection for grant compliance and student success reporting.
- Coordinate and document grant-funded supports tied to required coursework and program participation.
- Collaborate with faculty, advisors, and support staff to coordinate academic and support services
- Foster a welcoming and student-centered learning environment
- Use technology and data systems to support instruction, communication, and documentation
- Work flexible hours as needed, including some evenings and/or weekends
- Perform related duties as assigned

## SPECIFIC FOCUS AREA ESSENTIAL DUTIES AND RESPONSIBILITIES

Applicants may have experience in one area or be qualified in multiple areas.

### English Language Learning (ELL) Focus

- Serve as a case manager, individual and group tutor, and mentor for English Language Learner (ELL) students
- Develop, maintain, and implement ELL academic support plans to support students' academic, career, and transfer goals
- Collaborate with instructors, advisors, and support staff to coordinate academic and support services for ELL students
- Monitor and assess student progress using formal and informal methods, provide constructive feedback, and implement proactive strategies to support at-risk ELL students
- Promote retention and graduation for ELL students by assisting with connections to appropriate college and community resources
- Partner with recruitment to support enrollment and outreach efforts for ELL students
- Preference given to candidates fluent in Spanish

### Business Management / Nontraditional Student (NTO) Focus

- Provide targeted support for students in Business Management programs, with emphasis on first-year non-traditional occupation (NTO) students
- Review Student Success Survey results and assist with individualized milestone planning
- Deliver case management and barrier-removal strategies to address academic, personal, and participation challenges
- Coordinate and document grant-funded supports tied to required coursework and program participation

### Health Sciences Focus

- Provide individual, group, and classroom-embedded academic coaching and tutoring for students in health science programs and/or science courses
- Support content mastery, study strategies, and executive function skills relevant to rigorous science-based coursework
- Collaborate with instructors, advisors, and support staff to support retention and completion in health science pathways
- Preference given to candidates with a science or health-related background

## TRAINING AND EXPERIENCE (Across All Areas)

- Bachelor's degree in education or a related field and three (3) years of related experience preferred; or an equivalent combination of education and experience sufficient to perform the essential duties
- Discipline-specific background (ELL, business education, or science/health science) preferred depending on focus area
- Fluency in Spanish preferred for applicable focus areas

## KNOWLEDGE AND SKILLS (Across All Areas)

- Excellent interpersonal and communication skills with the ability to work effectively with students, college staff, and individuals from diverse cultural, linguistic, social, and educational backgrounds.
- Strong organizational, program, and record-management skills with the ability to manage multiple priorities, meet deadlines, track details, and work independently and as part of a team.
- Sound judgment with the ability to maintain confidentiality and handle sensitive student matters with discretion.
- Effective decision-making, problem-solving, critical-thinking, and conflict-resolution skills.
- Experience applying motivational interviewing and customer-service principles when supporting students and stakeholders.
- Proficiency with computers and software applications; understanding of general education concepts and study-skills development to support student learning and academic success.

## 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](http://www.swtc.edu/jobs)  
For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**. (TDD: 608.822.2072).

## SALARY RANGES

C41: \$48,409.24- \$68,471.54

## BENEFITS/SERVICES **[\*\*Available to Full Time Employees\*\*]**

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.