

<b>POSITION</b>	<b>Academic Success Coach Limited-Term Employment (LTE)</b>
<b>APPLY BY</b>	Posted until filled - Applications reviewed upon submission
<b>HIRE DATE</b>	As soon as possible – negotiable
<b>DIVISION</b>	Student Services
<b>REPORTS TO</b>	Academic Services Supervisor
<b>CLASSIFICATION</b>	Hourly
<b>POSTING DATE</b>	October 27, 2021

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### **SUMMARY**

This LTE position will work 40 hours per week during the Fall 2021 and Spring 2022 semester with the opportunity for additional hours in the summer. The academic success coach works in a collaborative partnership with the Academic Services team, Academic Deans, program and general education faculty, and Learning Center staff to assist students who are at risk of not passing a program course at the academic level. This position will work in conjunction with the Academic Services Supervisor to provide academic tutoring as well as academic success support to increase success in completing coursework.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES**

- Provide academic success support and tutoring activities
- Provide direct classroom support to students in understanding course content and applicability to programs of study
- Provide individual and group discussions as well as tutoring sessions to assist students grasp concepts in relation to the work world
- 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
- Determine and eliminate college barriers to student success and satisfaction.
- Collect quantitative and qualitative data associated with retention and completion of students
- 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
- Document and perform grant activities
- Submit timely progress reports to funder as required
- Follow all safety and security policies and procedures of the college

### **EDUCATION, TRAINING, EXPERIENCE AND SKILLS**

- Bachelor's degree in secondary education or related field and 3 years of related experience
- Master's Degree preferred, combination of education and experience considered
- A solid understanding of general education concepts and their applicability to the day-to-day operations within industry.
- 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
- Excellent interpersonal communication skills. Ability to relate successfully with students, other college staff and people of diverse cultural, social or educational back grounds
- Highly organized, able to manage multiple projects and meet critical deadlines, track details, work both independently and on a team

## 2 | ACADEMIC SUCCESS COACH (FULL-TIME)

- 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
- Valid Driver's License

### **PHYSICAL REQUIREMENTS**

Position requires: sitting, standing, talking, hearing, and seeing on a regular basis.

### **APPLICATIONS**

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2310**.

**WAGE RANGE:** B24, Hourly Wage Range, \$21.01 - \$27.31

### **BENEFITS/SERVICES**

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution

### **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, age, gender identity, religion or sexual orientation 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.