

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
APPLY BY
HIRE DATE

Dual Enrollment Student Success Specialist (Full-Time, Benefitted)
September 25, 2024
October 4, 2024

DIVISION
REPORTS TO
CLASSIFICATION
POSTING DATE

Marketing and Recruitment
Student Success/Recruitment Manager
Salaried (Exempt)
September 11, 2024

SUMMARY

Maintain direct contact with dual enrollment high school students. Collaborate with dual enrollment students to build and adapt student success plans, including career assessments, financial planning to pay for college and life, and developing an academic plan with supports and services. Promote knowledge and skills necessary for college and career success. Reinforce student-driven approach. Monitor student progress toward dual enrollment courses that align with career track. Educate and train advisees to utilize academic tools and technology related to retention and completion. Accurately advise students regarding application, enrollment, wait list status, curriculum updates, and class offerings/availability.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Assist in acquiring career information, developing career awareness, and advancing employment readiness needed to achieve career goals. Help students select a career pathway/program of study based on student's interests and abilities, career assessments, and job market data. Interpret career assessment results and articulated credits & transfer records to determine placement and transferability. Record and create student success plans for students and staff to assist and utilize in achieving student success.
- Collaborate with the dual enrollment coordinator to develop innovative dual credit programs such as ColLEDGE Up, Start College Now and Transcribed Credit which move prospective students to enrollment and persistence that align with students' career pathway and the Strategic Directions.
- Collaborate with other Southwest Tech staff, including deans, chief student services officer, registrar, academic leads, advisors, academic success coaches, division administrative assistants, and business office staff, to ensure accurate enrollment, registration, course scheduling, billing, and advising for dual credit students, troubleshooting concerns that arise.
- Respond to dual credit student and parent inquiries, concerns, and problems.
- Provide information and services (including referral services) to enrolled and prospective students on student issues to guide students and ensure student success; duties include, but are not limited to, providing information and services related to areas such as: education, career development, physical and mental health, coursework, and reasonable accommodation and disability services.
- Identify and problem-solve barriers to learning success through the creation of student success plans. Assist with the development and implementation of intervention and retention strategies. Follow up on Academic Student Alerts and Behavior Concerns and make campus and community referrals as appropriate. Analyze data and identify students at risk for persisting and completing their program. Contact and communicate with students who are at risk for not completing courses and/or programs.
- Empower advisees to help develop and maintain a student success plan by incorporating coaching strategies to build meaningful professional relationships that address individual needs, a completion plan, and success strategies that support academic, personal, and career goals of a diverse population of students.
- Maintain and assist with the development of advising operating procedures and keep up to date on college policies. Maintain required records and documentation while conducting student sessions in compliance with FERPA regulations.
- Work collaboratively with program faculty, academic leads, and Deans to support students' academic success, build partnerships with academic programs, and increase post-college success.
- Other duties as assigned.

TRAINING AND EXPERIENCE

- Bachelor's degree in education or related field and 3 years of related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Career Development Facilitator Certification or obtainment within one year.

KNOWLEDGE

- Knowledge of Southwest Tech programs and Southwest Wisconsin resources preferred.
- A solid understanding of career exploration resources to assist students in aligning their academic pursuits with career goals.
- Knowledge of student service principles and the ability to tailor approaches to individual student needs.
- Knowledge of Higher education laws and regulations.
- Knowledge of crisis intervention techniques to respond effectively to students experiencing.

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, and 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.

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 RANGE

C43: \$54,575.27 - \$76,406.43

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
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

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.