

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	Health Science Academic Success Coach [Part-time/Non-benefitted]
APPLY BY	Open Until Filled
HIRE DATE	TBD Upon Offer
DIVISION	Student Services
REPORTS TO	Disability and Support Services Manager
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	June 16, 2026

SUMMARY

As an Academic Success Coach, you will provide tailored academic and personal support services to enhance student achievement, engagement, retention, and graduation. Collaborating with faculty, advisors, and other support staff, you will focus on serving Special Populations as defined by WTCS: students with disabilities, Pell Grant recipients, veterans, incarcerated individuals, dislocated workers, students of color, and English Language Learners (ELL). Most of your work will involve supporting students in health science programs and/or science courses, offering specialized guidance and resources to address the unique academic challenges and opportunities within these fields.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Deliver 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
- Coordinate and document grant-funded support tied to required coursework and program participation.
- 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.
- 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

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
- Preference to applicants with a science background.
- Spanish language skills preferred, but not required

KNOWLEDGE/SKILLS

- 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 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

C41 Hourly: \$23.51-\$32.92

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.