



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT TEMPORARY APPOINTMENT

Intent to Employ

POSITION

Student Success Coach (Part-Time)

Posting Date:

6/15/2017

Closing Date:

6/29/2017

POSITION AVAILABLE

On or before June 29, 2017

REQUIRED QUALIFICATIONS

- Bachelor's Degree from a regionally accredited institution
- Three years' experience working in the field of Social Work, Counseling, Human Resources, Psychology or other human related field.
- Computer skills with knowledge of Microsoft Office Suites (Excel, Word, Outlook, PowerPoint, etc.) and database programs
- Experience working in an educational environment

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Previous experience working with low-income, high risk or under-represented students.
- Student Coaching experience

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to State Salary L-Hourly

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, Department Chair, Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Support students from enrollment through graduation.
- Counsel and advise students in person, phone, email, text, and video chat:
 - Resolve problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems. Follow up to ensure resolution of each issue.
 - Reenroll students by focusing on outreach and retention efforts.
 - Work collaboratively with other departments and services, across the college to understand processes, systems, and services and to resolve student issues.
- Work closely with campus staff to address student issues.
- Work with students to ensure a solid academic plan and ensure continued registration.
- Provide accurate individualized basic academic advising to a group of assigned students.
- Collaborate and escalate potential issues with the Student Support Services Department to provide students with necessary academic interventions for early alert, satisfactory academic progress plans, and other academic needs.
- Closely track students' progress, through communication and analytics, for each academic term, to ensure class attendance and academic progress.
- Identify at-risk students and determine potential issues and connect them to tutoring, and/or correct any existing issues.
- Provide counseling on career preparation and resources at key points to assist students prior to graduation.
- Provide students with career services, as needed.
- Point of contact for student onboarding once the initial enrollment process is completed.

- Take students through the New Student Orientation whether individually or as a group.
- Conduct seminars on college success strategies and job acquisition skills.
- Submit required reports and maintain appropriate records
- Assist in transitioning students into college by informing student about the placement test, financial aid, admissions application, registration process and support services.
- Perform other duties as assigned by the Dean of Students, Department Chair, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received by **4:30 PM CST, Wednesday, June 29, 2017**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.