

POSITION DESCRIPTION

POSITION TITLE: Student Success Center Assistant / International Student Coordinator

Full Time—12 Month

Organizational Unit:
Student Services

Reports To:
Senior Director of Academic Advising, Financial Aid,
And Student Success Center

Revision Date:
June 13, 2019

I. Narrative General Description

Student Success Center Assistant/ International Student Coordinator shall be responsible to the Student Success Center Director for assisting with the coordination and instruction of a variety of services to help students achieve academic success inside and outside of the classroom. This includes but is not limited to first year programs, mentoring and promotion of leadership skills, academic advising, and individualized and group instruction in all academic disciplines offered by Coffeyville Community College. This individual will also serve as the College's Designated School Official in SEVIS and coordinate International Student Services.

II. Functional Responsibilities

- A. Assist in the assessment, evaluation and placement of students in the appropriate coursework; input placement and capstone data into Jenzabar.
- B. Provide small group and individualize tutoring in all subject areas
- C. Develop study guides as designated; update as needed.
- D. Proctor tests for accommodation and other students
- E. Will mentor and enroll identified advisees and monitor their progress.
- F. Provide support for online classes.
- G. Present seminars as designated.
- H. Administer placement tests.
- I. Assist in creating tutor schedules each semester and update as needed.
- J. Support Career Development resources for all students using career software
- K. Will provide tutoring assistance in the Student Success Center.
- L. Develop and implement programs for the at-risk first year students.
- M. Assist in the supervision of peer tutors.
- N. Advise and enroll students according to established procedures.
- O. Assist the College Counselor with Academic Accommodation Policies and Procedures.
- P. Serve on college committees as appointed.
- Q. Assist in pre-enrollment/enrollment activities as assigned.
- R. Actively participate in college activities.
- S. Provide student and family Orientation program/events at the beginning of each semester.
- T. Establish, maintain and update an interactive website for Parent Orientation and support.
- U. Investigate grant opportunities for first year programs and write grant applications.
- V. Willingness to provide supervision and direct operation of the Student Success Center forty hours per week including a willingness to work two evenings per week and some weekends.
- W. Serve as the College's Designated School Official in SEVIS.
- X. Handle all SEVIS requests such as OPT, CPT, etc. Create application packets for these request.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

- Y. Register students in SEVIS at the start of each semester.
- Z. Process admissions of international students and issue I-20's.
- AA. Gather updated information for our SEVIS responsibilities. Coordinate with the Vice President for any significant change of definition for our institution.
- BB. Maintain correct immigration records and monitor reporting requirements for students.
- CC. Coordinate and supervise enrollment activities as the academic advisor for international students.
- DD. Advise and counsel international students in development of their program of study and future educational plans.
- EE. Prepare and monitor international program budgets maintaining expenditures within required parameters.
- FF. Keep up to date on International Education by attending conferences and maintaining connections with other college/universities through correspondence and visits.
- GG. Advise students on laws for situations such as working off-campus, course load, and traveling outside the United States.
- HH. Complete other duties as assigned.

III. Supervises the following staff

- A. Student Tutor
- B. Peer Tutors

IV. Required knowledge, skills, and personal qualifications.

- A. Excellent communication skills both oral and written
- B. An understanding of the mission and role of the comprehensive community college.
- C. Ability to establish and maintain effective working relationships with other department staff, faculty, students and public.
- D. Ability to work with disadvantaged and disabled students.
- E. Ability to research, learn and implement first year student and parent programs.
- F. Ability to work with students and faculty to address issues concerning academic success, including developing plans to improve study habits, time management, goal setting, etc
- G. Ability to secure, initiate and direct grant activities.
- H. Ability to stimulate motivation, confidence, and enthusiasm in students and staff.
- I. Ability to establish an effective rapport with a cross section of institutional faculty, staff, and students.
- J. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- K. General computer literacy and the ability and willingness to learn new programs.
- L. Excellent organizational and class management skills.
- M. Ability to sell CCC as a safe and supportive institution for students and their families.
- N. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

V. Required Experience

- A. Experience teaching in post-secondary or related setting.
- B. Experience teaching remedial courses with traditional and non-traditional students in a classroom as well as individualized programs.
- C. Experience working with students with diverse backgrounds/life experiences.

VI. Required Educational Background

A Master's Degree is preferred. A Bachelor's Degree is required.

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