

POSITION DESCRIPTION

POSITION TITLE: Student Success Center Assistant
Full Time—12 Month

Organizational Unit: **Reports To:** Senior Director of Academic Advising,
Financial Aid and Student Success Center

Revision Date:
Summer 2020

I. Narrative General Description

The Student Success Center assistant shall be responsible to the Senior Director of Academic Advising, Financial Aid, and Student Success Center for assisting with the coordination and instruction of a variety of services to all students achieve academic success inside and outside of the classroom. This includes but is not limited to mentoring and promotion of leadership skills, academic advising, and individualized and group instruction in all academic disciplines offered by Coffeyville Community College. This position will also be the liaison for coordinating 4-year and career readiness.

II. Functional Responsibilities

- A. Assist in the assessment, evaluation, and placement of students in the appropriate coursework; input placement and testing data into Jenzabar.
- B. Assist students in all academic areas in a small group and/or one-on-one
- 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 testing.
- I. Support Career Development resources for all students
- J. Advise and enroll students according to established procedures.
- K. Serve on college committees as appointed.
- L. Assist in pre-enrollment/enrollment activities as assigned.
- M. Actively participate in college activities.
- N. Investigate career readiness and resources
- O. Supervise the Student Success Center, which may include working two evenings per week and some weekends.
- P. Complete other duties as assigned.

III. Position Responsibilities

- A. Monitor completion and persistence data
- B. Design and coordinate transfer alignment with 4-year institutions for transfer
- C. Assist students with transitioning on to 4-year institution with an application and scholarship deadlines
- D. Assist students with discovering the top options for 4-year transfer, financial literacy, and career planning.
- E. Oversee career planning documents – resume, cover letter and interview tips
- F. Work with the Technical Divisions Learning Lab Coordinator regarding career readiness
- G. Coordinate transfer and career events
- H. Coordinate 4-year counselor visits for the CCC campuses and promotes the event

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.

III. Supervises the following staff

- A. Student Tutors
- B. Work-Study Students

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 the public.
- D. Ability to work with disadvantaged and disabled students.
- E. 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
- F. Ability to stimulate motivation, confidence, and enthusiasm in students and staff.
- G. Ability to establish an effective rapport with a cross-section of institutional faculty, staff, and students.
- H. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions.
- I. General computer literacy and the ability and willingness to learn new programs.
- J. Excellent organizational and class management skills.
- K. Ability to sell CCC as a safe and supportive institution for students and their families.
- L. Within six months of the date of hire, they are required to maintain a physical place of residence within the CCC service area throughout their employment.

V. Required Experience

- A. Experience teaching in a post-secondary or related setting.
- B. Experience working with students with diverse backgrounds/life experiences.

VI. Educational Background

A Bachelor's Degree is required. A Master's Degree is preferred. Background in Mathematics and English preferred.

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