

Job Title: Student Success Coordinator
Reports to: VP and Dean of Student Services
Terms: Full-Time 12 Month Position with Benefits
(including some evening tutoring)
Salary: \$30,000 - \$35,000
Application Due Date: April 30, 2022

Position Summary:

Under the direction of the VP and Dean of Student Services, the Student Success Coordinator will provide comprehensive and proactive advising, educational guidance, career and transfer planning and academic support. Assisting students from entry to completion.

Principle Duties and Responsibilities:

- Advising
 - Create student degree plans
 - Discuss course offerings and selections with students each semester
 - Process course substitutions, additions, drops, withdrawals, and major changes
 - Administer the TSIA2
 - Proctor Tests

- Educational Guidance
 - Educate students on the admissions and enrollment processes
 - Assist in new student orientation
 - Help students with the FASFA and scholarship opportunities
 - Collect and review Scurry County Opportunity waiver applications

- Career and Transfer Planning
 - Assist students with career exploration
 - Provide resume writing and interviewing workshops
 - Help students create a transfer guide for the University of their choice

- Academic Support
 - Manage and supervise the writing center
 - Manage and supervise tutoring, including scheduled evening tutoring
 - Recruit and interview prospective tutors
 - Assist students with Brightspace



Required Qualifications:

- A minimum of 4 years of similar work in an educational setting.
- Experience with advising and student services.
- Ability to create and maintain professional relationships.
- TDCJ prison clearance or the ability to attain same.

Preferred Qualifications:

- A Bachelor's degree and a minimum of 4 years of similar work in an educational setting
- Experience in Academic Advising in a college/university environment.
- Knowledge of the Texas Success Initiative (TSI).
- Ability to create and maintain professional relationships.
- TDCJ prison clearance or the ability to attain same.

Desired Qualities and Characteristics:

- A demonstrated passion for the pursuit and attainment of higher education.
- Excellent public relation, organizational skills, communication and interpersonal skills.
- Must be service-oriented, promote excellence, and embrace a commitment to professionalism.
- Demonstrate sensitivity to the needs of students, faculty, and staff from a variety of backgrounds.

To apply, please submit via email only:

- A current resume
- A WTC application (Do not say "see resume")
- A cover letter - not to exceed 2 pages, that includes a description of how the applicant meets the "Required Qualifications" or "Preferred Qualifications" and the "Desired Qualities and Characteristics" as detailed in the job announcement. The applicant may also include other applicable professional experience.

Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to hr@wtc.edu

Applications due April 30, 2022.