



WYTHEVILLE COMMUNITY COLLEGE

College Success Coach-Summit Part-Time

Wytheville Community College is recruiting for a part-time College Success Coach-Summit. The college success coach is responsible for working with a target population of college students to support and enhance their success in college; assist students in developing career and academic plans, applying for financial aid and scholarships, identifying academic needs and linking to tutoring or other learning support resources, supporting student development courses (SDV), and providing follow up when risk factors such as poor attendance or low grades are evident. They will also communicate with students in the target population on a regular basis and engage them in person individually and/or in small groups.

College success coaches will communicate with college faculty and coordinate with student services personnel to ensure that underserved have access to college and community resources and support that will lead to completion of their academic program. Coaches will use a number of high-impact, intrusive strategies, including the use of the College Early Alert System to identify and assist with student needs. College success coaches will capture appropriate data on student communications, interactions, and success strategies in order to strengthen the college's use of college success coaches. Coaches will complete the Virginia Career Coach Certification program offered by VCCS and use the statewide case management system for coaching programs provided by the Virginia Wizard online program.

This part-time 29 hours per week grant-restricted position will be housed at the Summit Center in Marion, VA with occasional evening hours and travel to the main campus. This position will report to the Dean of Student Success and Academic Development.

Some responsibilities may include:

The college success coach must have knowledge and experience in the following areas.

- Ability to engage, provide support to, and motivate students
 - Academic and career coaching/counseling skills
 - Ability to develop career and academic plans with students that will lead to program completion
 - Knowledge of credit and non-credit degree and certification programs
 - Knowledge of and links to financial aid, student services, registration, and advising services at the college and of supportive services available in the community and through workforce partners
 - Effective problem-solving skills
 - Knowledge of specific needs of underserved populations in order to attain educational success
 - Ability to work with students with identified risk factors for academic success
 - Ability to work with college faculty and staff in support of student success
 - Strong communication skills
 - Proficient in use of personal computers, Microsoft Office, and social media
 - Strong presentation and facilitation skills
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Minimum Qualifications

- A baccalaureate degree from an accredited institution is required, with a degree in a related field, such as counseling, human resources, social services, or adult education preferred;
- Applicants must possess a current driver's license and the ability to provide their own transportation to meet with students on the Wytheville Campus;
- Understanding and use of current practices in providing outstanding customer service;
- Understanding and use of computer applications/software as aids in the teaching and learning process;
- Ability to work cooperatively as a member of a team and in a professional manner;
- Ability to relate to a diverse student population;
- Ability to communicate effectively orally and in writing; and
- Ability to problem solve, make decisions, and manage conflict.

Preferred Qualifications

- Work experience in counseling or academic coaching is preferred;
- Understanding and use of college advising, admissions and financial aid processes;
- Experience in working in an educational setting (higher education environment preferred); and
- Previous use of SIS and early alert software as well as the Blackboard learning management system.

Grant restricted position. Continued employment is contingent on continuing grant funding.

APPLICATION PROCESS

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at <https://virginiajobs.peopleadmin.com>.

Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts (if applicable) along with the completed application submittal. Only complete application documentation will be considered; partial submissions will not be considered. If there are multiple transcripts, combine all transcripts into one file before uploading. Position is open until filled. First review of application documents will be July 28, 2017.

Persons with disabilities requiring assistance should contact 276 223 4700.

The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to HR@wcc.vccs.edu.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481