

ANNOUNCEMENT OF VACANCY

POSITION: Full-Time Student Success Coach – Lufkin

EMPLOYMENT DATE: Until Filled

QUALIFICATIONS:

Required:

- Meet or exceed a bachelor's degree in guidance and counseling, education, student personnel services, social work, or related area.
- Two years work experience in academic/career counseling or teaching at the secondary or post – secondary level.
- Excellent oral and written communication skills and strong interpersonal skills with a diverse group of students and faculty.
- A passion for education and helping others.

Preferred:

- Broad based experience in various areas of Student Services in the Community College environment.
- Coordinating, planning, and organizational skills.
- Excellent computer skills.
- Ability to build good rapport with a variety of constituents.
- Service oriented attitude.
- Creative and innovative thinker.
- Ability to work independently and collaboratively with others or in teams.
- Good attention to details.
- Demonstrate sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds, including those with disabilities.
- Understand how to work successfully as a team within all levels of the organization and know how to contribute to the mission of the college.

It is the intent of the basic job requirements, duties, and responsibilities that these minimum requirements should therefore, be referred to as a guide for, rather than a limitation to the services required.

JOB DESCRIPTION:

The position will report to the Director of Student Success & Inclusion for job responsibilities and other College related activities as outlined in the Policies and Procedures Manual. Essential duties include but are not limited to the following:

- Advise students about academic requirements and selection of courses;
- Participate in on-campus recruiting events;
- Communicate with students regarding advising appointments and registration;
- Conduct intrusive advising methods such as frequent follow-up with assigned advisees/learning cohorts; regularly scheduled appointments/conferences with students; proactive communication with students regarding updates on campus or for purposes of academic encouragement;
- Review and interpretation of placement and other standardized test scores, unofficial transcripts, and course prerequisites;
- Perform and interpret degree audits;

- Know graduation requirements;
- Assist students with career planning;
- Referrals to appropriate mental health services;
- Maintain accurate records of interactions with students;
- Supervise assigned learning communities;
- Coordinate transfer & career fairs; workshops; and online presence of the Office of Student Success;
- Help to implement inclusion programming & information on campus;
- Assist in recording information and data related to student success & inclusion efforts;
- Assist in creation, maintenance, and interpreting of data regarding student success programming and units;
- Assist in SAGE Early Alert programming such as following up with students & faculty;
- Participate in the presentation of orientations for first-time college students;
- Maintain a high level of interaction with students outside of the classroom;
- Stay abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, and updates in college-wide initiatives, transfer requirements, state and federal mandates;
- Engage in professional development activities, including but not limited to, attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills;
- Participate in the development, implementation, and the evaluation of the academic advisement program's goals and objectives;
- Develop and implement assigned program projects;
- Serve as a resource for faculty/staff;
- Assist with recruiting as assigned;
- Be a student advocate when appropriate;
- Assist with administrative responsibilities as assigned;
- Understand the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc; and
- Serve on committees and at meetings as assigned.

CONTRACT & SALARY:

Annual salary of \$35,000, in addition to excellent employee benefits. Proof of identity and eligibility to work in the United States must be verified for successful candidate.

SCHEDULE:

A letter of interest, completed application form, a resume, and college transcripts are required for an applicant to be considered. Screening of qualified applicants will begin and continue until the position is filled. This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for the position. Please download and save the application to your computer before completing. The application may be downloaded via our website at <http://www.angelina.edu/hr-jobs/> or application forms may be requested from Human Resources. Please submit the complete application packet to: Human Resources, Angelina College, P.O. Box 1768, Lufkin TX 75902-1768, fax to 936-633-3230 or e-mail to ewalker@angelina.edu.

Angelina College is a great place to work and Lufkin is a great place to live! From the arts to the outdoors, Lufkin offers a wide variety of entertainment activities. We have many parks and our residents enjoy spending time walking and biking on the beautiful Azalea Trail. Golfers have a choice of four different courses. Lake Sam Rayburn provides opportunities for fishing and boating. Families often enjoy spending a day at Ellen Trout Zoo. For those who prefer shopping and dining, Lufkin has a wide variety of shops and restaurants offering everything from antiques to clothing and home-style cooking to fine dining. Our downtown area offers quaint

boutiques and is the scene of many community events. Spending a day at a museum doesn't require a long drive to the big city. Lufkin is home to the Museum of East Texas, the Texas Forestry Museum, and the Naranjo Natural History Museum. The arts come alive with organizations like Angelina Arts Alliance, which hosts the performing arts from around the world.

With all that it offers in recreation and entertainment, Lufkin really is a great place to live.

Angelina College is a comprehensive community college of 5,200 students located in Lufkin, Angelina County, Texas, and serving twelve counties of East Texas. Lufkin is a city of 38,000 people, situated about 120 miles northeast of Houston, 112 miles southwest of Shreveport, Louisiana, and 165 miles southeast of Dallas.

Angelina College reserves the right to extend search or not offer position advertised.

**ANGELINA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
COMMITTED TO DIVERSITY**