



SOUTHWEST TEXAS JUNIOR COLLEGE
Human Resources

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INTERNAL EMPLOYMENT OPPORTUNITY

Title: Success Coach

Job ID: 222303710103

Campus: Uvalde

Closing Date: October 21, 2022, or Until Filled

Job Duties: Provides support services to students to promote personal growth, academic and career planning, and decision-making. Assist students in developing personal career pathways in order to achieve successful transitions to post-secondary education, training and/or employment. Track student achievement in meeting goals.

Essential Functions: Responsible for providing professional academic and career guidance, consultation, and expertise to students related to the SWTJC Guided and Career Pathways program. Assists students with the exploration of career pathways and/or transfer information by assessing their academic needs and career goals as students navigate their academic curriculum through Student Planning. Adheres to SWTJC's policies and procedures for admissions, enrollment, and completion of a degree pathway. Participates in professional activities, including SWTJC guided pathways trainings and other professional organizations, which encourages continuous professional growth and development as a Success Coach.

Acts as case manager and takes a holistic approach to assisting students, from enrollment to completion/graduation; discuss academic planning utilizing and interpreting available data to provide direction related to registration and/or internal/external resources to assist with barriers to their educational/career goals and promote student retention. Evaluates and interprets high school/college transcripts and test scores for the purpose of course placement, by performing records management review to include degree/certificate audits, transfer equivalencies and course substitutions as approved by the academic department. Responsible for implementing, documenting, and tracking Student Success initiatives through Estudios.

Works collaboratively, as part of a cross-functional team of faculty, staff, and administrators, within the students chosen career pathway, to monitor student's progress through success coach mechanisms to include early alert and success interventions. Discusses career assessment inventories, occupational data, and course requirements with students to assist in determining vocational and educational objectives to better prepare them for success in a rapidly changing global environment.

Follows up and maintains constant interaction with each student in assigned caseload to identify and resolve any barriers to success. Provides information/referrals to available internal/external support services. Collaborates in onboarding and training of advising programs; may assist in the training of new employees.

Clearly communicates information and processes to a variety of audiences, using multiple forms such as email, webinars, video, social media, presentations. Etc. Utilizes Pathway Onboarding guides and training to provide effective career coaching. Supports supervisor in daily duties, i.e., management of projects and/or initiatives. Values diversity, inclusion and student equity and provides a high level of outstanding customer service.

Salary: Professional Schedule Group II; 12-month position

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree or a combination of relevant experience in education.

Experience & Training: Ability and skill to manage a high volume of work is necessary. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other geographic locations served by the college.

SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution