

POSTING DETAILS	
Posting Number:	5215
Position Title:	Academic Success Coordinator
Reports To:	Director, TRIO Student Support Services
DBM:	C43
Type of Position:	Service and Supervisory
Assignment Description:	This is a grant-funded position and depends on grant renewal for continuation. Currently, this position works 210 days per year (.86 FTE). Assignment level may vary over the life of the grant.
Salary:	\$51,195
Type of Benefits:	<ul style="list-style-type: none"> <li>• Medical, dental, (with orthodontia), vision insurance</li> <li>• Life insurance, long-term disability Insurance, accidental death &amp; dismemberment insurance</li> <li>• State PERS retirement</li> <li>• Employee Assistance Program (EAP)</li> <li>• In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.</li> <li>• Full-time Service and Supervisory Employees receive 176 hours of vacation annually</li> <li>• Employees and eligible dependents receive a tuition waiver and free use of our fitness facility</li> </ul>
Department:	TRIO Student Support Services
Job Summary/Basic Function:	The TRIO Student Support Services (SSS) program is a federally funded TRIO project designed to assist eligible first-generation, low-income or disabled college students to graduate from the College and, when appropriate, to successfully transfer to a four-year institution. Under general direction from the TRIO SSS Program Director, the Academic Success Coordinator is responsible for providing program services in accordance with specific grant objectives. The coordinator's responsibilities include providing intensive one-on-one academic and career advising; educating students in goal setting, study skills, time management, financial management in both group and individual settings, and serving as an initial advisor for all Clatsop Community College Students.
Essential Duties:	<p><b><u>Examples OF Duties:</u></b></p> <p><b>Student Support:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the development of a customized <i>Individual Student Success Plan</i> for students on TRIO SSS caseload.</li> <li>• Assess needs and barriers to success and develop a plan for student success and retention.</li> <li>• Motivate, encourage, and teach students to thrive by building and maintaining student relationships through day-to-day interactions and discussions.</li> <li>• Monitor student progress and maintain records in accordance with federal, institutional and project policies.</li> <li>• Assist students with application for federal financial aid and private scholarships.</li> <li>• Provide proactive and intensive academic and financial advising to assist students in successful transfer to baccalaureate programs.</li> <li>• Advocate for program participants when necessary and appropriate.</li> <li>• Refer students to academic and social service resources on campus and in the community.</li> </ul> <p><b>Engagement and Outreach:</b></p> <ul style="list-style-type: none"> <li>• Develop and facilitate classes, workshops, and events on topics such as career planning, college transfer, financial planning, and study skills.</li> <li>• Coordinate, transport, and supervise students on visits to Oregon and Washington 4-year college campuses.</li> <li>• Proactively collaborate with staff, faculty, and transfer schools, to exchange current information, coordinate transfer efforts, and keep current with educational and career trends.</li> <li>• Performs other duties of a similar nature or level.</li> </ul>
Physical Requirements:	<p><b><u>Typical Physical Demands and Work Environment:</u></b></p> <p>Hearing voice conversation, sitting, and walking occurs in this job daily. Bending, kneeling, lifting/carrying 0-14 pounds, standing long periods, stooping, twisting body, and noisy work area occurs regularly but not daily.</p>
MINIMUM QUALIFICATIONS	
Education and Experience:	<p><b><u>Minimum Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in education, counseling, student personnel, psychology, special education, social work, or a related field, or an equivalent combination of education and experience to successfully perform the essential duties of the position as listed above.</li> <li>• Two years of experience working with diverse populations providing academic advising and/or counseling in an educational setting, preferably with at-risk students.</li> <li>• Professional or personal experience overcoming barriers similar to students of limited income, who are the first in their family to graduate from college or have a diagnosed disability.</li> <li>• Must have a valid driver's license.</li> </ul>

Preferred Qualifications:	<p><b><u>Preferred Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• One year of experience assisting college students who have academic, physical, and/or psychological disabilities.</li> <li>• Experience advising students on financial literacy and budgeting issues.</li> <li>• Experience in financial aid application and scholarship application processes.</li> <li>• Experience administering and interpreting a variety of learning and career assessments.</li> <li>• Experience promoting college degree attainment for students with limited income, disabilities, or who are first in their family to graduate from college.</li> </ul>
Desirable Qualifications:	<p><b><u>Desirable Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of secondary education, community college and other higher education settings.</li> <li>• Knowledge of academic programs, rules, expectations and processes.</li> <li>• Knowledge of curriculum development and the methods, techniques and practices of effectively instructing students in individual and classroom settings, establishing outcomes, and evaluating progress.</li> <li>• Knowledge of student development theories related to retention of college students.</li> <li>• Skill in academic advising, career guidance, instruction and personal counseling effective with college students (preferably first-generation, low-income and disabled students).</li> <li>• Ability to interpret, apply and explain rules, regulations, policies, and procedures.</li> <li>• Ability to meet schedules and timelines.</li> </ul>
Other:	<p>Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.</p>
Posting Date:	May 29, 2023
Special Instructions to Applicants:	<p>VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.</p> <p>Official transcripts will be required at time of hire.</p>
<b>TO APPLY, PLEASE SUBMIT THE FOLLOWING:</b>	
Optional Applicant Documents:	<ul style="list-style-type: none"> <li>• Unofficial transcripts</li> <li>• EEO Form (this document is for statistical purposes and is only viewed by Human Resources)</li> <li>• Other documents in support of your application</li> </ul>
Required Applicant Documents:	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> <li>• Answers to supplemental questions</li> </ul>
<b>CLOSING DATE:</b>	Open Until Filled with first review of applications on June 14, 2024