



**Student Success Coach
Full Time
Whitfield Murray Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Student Success Coach to be located on the Whitfield Murray Campus and will be required to travel to other campuses to meet operational requirements. The Student Success Coach will be responsible for coordinating and conducting focused academic advising and student support services to help students persist in their program of study. This position provides services which include student advisement, academic progress review (traditional, online, and hybrid), and development and coordination of retention efforts for new and continuing students. The Student Success Coach gathers statistical information and develops strategies to retain students. This grant-funded position will report to the Director of Advisement. This is a 40 hours per week position. This position requires an on-campus work environment presence and does not offer a telework option.

Minimum Qualifications:

Associate degree from a regionally accredited college or university. Excellent interpersonal skills, oral and written communication skills, organizational skills, technology skills, and decision-making skills. Note: Experience may substitute for the degree on a year-for-year basis.

Preferred Qualifications:

Bachelor's degree from an accredited college or university in a supporting discipline or a related field and have at least two (2) years of working experience in an adult education environment. Experience working within a multi-campus operation. Possess research and analytical skills, problem solving skills, prioritizing skills, and data entry skills.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$41,600 - \$43,680

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.