

## **Student Success Coordinator (Pending board approval)**

Reports to: Director of the Ottawa Campus  
Classification: Administrator  
Starting Salary Range: \$40,000 - \$45,000  
12-month position  
Revised: May, 2024

This position provides oversight for the Teaching & Learning Center and coordinates student advising and support services offered to help Ottawa and Online students be successful in academic endeavors and reach their educational goals. In addition, this position provides support for all faculty members to enhance advising. Duties include, but are not limited to:

### **Essential Functions:**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Advising and TLC (Teaching and Learning Center) Duties**

1. Oversee all day, evening, and weekend programs, functions and activities of the TLC including but not limited to testing, proctoring, and tutoring for all subject areas.
2. Supervise all TLC staff positions, including scheduling, holding TLC staff meetings, etc.
3. Coordinate with TLC Specialist to provide campus events (speakers, celebrations, workshops, etc.) throughout academic year; collaborate with student clubs and organizations to provide opportunities for student engagement.
4. Advise new, undecided, and at-risk students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.
5. Maintain and provide college-wide advisor training that includes both initial and ongoing components that lead to advisor certification. Training will be delivered in coordination with the Director of Academic Advising and Counseling.
6. Assign advisors to students on the Ottawa and Online campuses; review and consult on advising assignments; serve as a resource for faculty and staff advisors.
7. Develop and promote awareness of advising options for distance students.
8. Maintain and manage advising information on the Learning Management System.
9. Coordinate with the Director of the Ottawa Campus and Financial Aid personnel to oversee the service scholarship program for the Ottawa Campus, including promoting awareness of the program and providing the student employee orientation.
10. Monitor and maintain the Teaching and Learning Center budgets.
11. Perform other duties as assigned by the Director of the Ottawa Campus.

### **Other Duties**

1. Actively participate in professional organizations; represent the institution at seminars, conferences and workshops.
2. Actively participate on appropriate college committees, such as Online Instruction, Assessment, Technology Planning, Teaching and Learning, and others as assigned.
3. Other duties as assigned.

### **Required Knowledge and Abilities**

1. Evidence of excellent oral and written communication skills.
2. Proven strong computer skills.
3. Proven leadership skills.
4. Ability to work effectively with diverse populations.
5. Strong organizational skills; high attention to detail.
6. Willingness and ability to work as a member of a team.

**Education and Experience**

1. Associates Degree, required, Bachelor's degree preferred; in related discipline, such as education, educational technology, counseling, or library science.
2. A minimum of 2 years advising is preferred, with a preference for advising in a variety of modalities and at the community college level.
3. 1-3 years of experience working with student services, developmental students, and/or in library operations preferred.

**Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Limited physical effort required.
3. Some travel and evening hours are required.
4. Ability to sit for long periods while operating a personal computer is required.

**Application**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, Ottawa Student Success Coordinator. Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/Careers](http://www.neosho.edu/Careers). Review of applications begins upon receipt.

**Background and Motor Vehicle/Driving Record Checks**

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>