

## Southwest Texas Junior College - Job Description

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Office ☐ 830.591.2913 Fax

**Title: Student Success Coordinator**

**Campus: Uvalde**

**Description of Job Duties:** The Student Success Coordinator will be primarily responsible for managing the day to day operations of the Student Success Center and the Writing Center. The incumbent will engage with potential student participants, tutors, faculty, and staff for Student Engagement & Success initiatives as listed below. Manages an advising letter cut and attends all advising trainings and meetings as needed. Manages the Individual Academic Plan program for at-risk students, student athletes, disabilities students and any other student population as requested. Shares responsibility with the Tutorial and Disability Services Coordinator regarding disability issues and the tutoring program as needs arise. May assist in writing proposals for funding through grants. Maintains documentation and records of communications with students via Estudios. Must possess strong problem solving, leadership, organizational skills and oral/written communication skills. Contributes to the overall success of students, the Department of Student Engagement and Success, and the College. In addition, this position will have shared, secondary responsibility with the Tutorial and Disabilities Services Coordinator for Student Life initiatives as listed below.

*The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.*

1. Intrusive advisement of at-risk students, student athletes, disabilities students, advising letter cut students and other student populations as requested.
2. Monitors and evaluates progress of students who are receiving intrusive advising.
3. Assessment of participant's needs and development and management of Individual Academic Plans.
4. Designs and conduct seminars and workshops.
5. Works directly with faculty and staff to engage and collaborate with students on a variety of initiatives.
6. Coordinates the yearly Fall Fiesta and College Crossroads events.
7. Assists with the day to day operations of Disability Services.
8. Hires, trains, observes, and supervises 10+ peer tutors on the Uvalde campus.
9. Monitors and evaluates progress of students who are receiving tutorial assistance.
10. Plans and coordinates student events and activities.
11. Advises the Student Ambassadors and Student Activities Board.
12. Manages campus tours and campus visits and participates in community events as needed.
13. Assists with campus activities and events at the Crystal City, Hondo, Pearsall, and Castroville campuses.

### QUALIFICATION REQUIREMENTS

**Education:** Bachelor's Degree required. Master's degree preferred. (Counseling, Psychology, Rehabilitation Counseling, Special Education or other related field).

**Experience & Training:** Experience working in a tutoring and advising program. Experience in provision of services to individuals with disabilities. Working knowledge of assistive technology and its implementation related to academic accommodations. Experience working with Student Activities or Student Life programs. Experience working with economically, educationally, and socially underrepresented populations.

**Additional Qualification Requirements:** Bilingual (English/Spanish) preferred. Must possess the 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. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.