



Position Title: TRiO/ SSS Academic Coach	Reports to: Retention Director
Department: Academic Affairs	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
SOC Code: 21-1012.00	Last Updated: 10/28/2016
Home Campus: Keshena Campus	Posting Status: 2nd Posting - Open to All
Grant Funded: Fully Grant Funded	Application Deadline: December 3, 2020 at 4:00 PM

Position Summary: The TRiO/SSS Academic Coach assists student participants develop the skills necessary to earn a higher education diploma or degree. Guidance is offered through consistent monitoring, evaluating and reporting on participants' academic progress, intervening with appropriate resources, and referring to appropriate on- and off-campus support services as need. The Academic Coach develops, implements, and supports the daily delivery of services to participants and is responsible for the maintenance of assigned participant records. This position assists with the planning, organizing, implementation and coordination of events and activities.

Position Responsibilities & Duties:

- Recruit eligible students and obtain documentation to verify program eligibility
- Serve as academic coach and provide mentoring, tutoring, proactive and intrusive advising and overall support to SSS participants
- Provide support in life skills development, student success development and financial literacy
- Assist with development and implementation of project services in collaboration with other SSS staff
- Communicate and collaborate within the campus community
- Serve on campus committees and participate in campus events and activities
- Attend in-service training, staff development, and professional workshops/conferences
- Perform other duties as assigned by the Project Director

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in education, human services, social sciences, or related discipline
- Experience working with first-generation students and students who come from limited-income families, using intrusive and proactive methods
- Demonstrated ability to communicate and work with students, faculty and staff
- Sensitivity to the needs and characteristics of a diverse population of students
- Experience teaching student success techniques and self-advocacy
- Demonstrated organizational and management skills
- Experience with budgets and financial databases
- Ability to obtain permission to drive CMN vehicles

Desired Qualification:

- Master's degree in counseling, education, or a related field
- Knowledge of and/or experience with Student Support Services and/or TRiO programs

- Experience providing academic advising to college students
- Demonstrated ability with developing, conducting and evaluating educational programs

Reporting to this Position: Peer tutors and work study students

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office Equipment including copy, scan, print and fax machines, computer, calculator and telephone, motor vehicles

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: hr@menominee.edu

An online application is available at: <http://www.menominee.edu/careers>

Posting closes at December 3, 2020 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10