



## Montcalm Community College

Title: ***Dual Enrollment Success Coach***

Department: ***Student Success***

Immediate Supervisor: ***Director of Student Success & Advising***

Hours: ***up to 25/week***

**General Description:** Success Coaches work in collaboration with the Student Success department, faculty, and campus administrators to support students as they navigate their college experience. The program focuses on increasing retention and completion rates by connecting students to campus and community resources, improving self-efficacy and campus belonging, while nurturing students' overall success.

**Position Duties/Functions:**

1. Mentor students from dual enrollment application to graduation from high school.
2. Connect students with college information regarding registration, use of services, academic assistance, and financial aid.
3. Guide students to services and internal experts as needed to assist with academic success.
4. Provide students with directions for outside services when needed.
5. Provide phone, email, and text support.
6. Assist with training opportunities that assist students in school-life balance.
7. Handle and respect confidential information.
8. Work cooperatively with Student Success in a manner that assists in meeting student needs.
9. Obtain and maintain knowledge of College services and processes related to students.
10. Other duties as assigned.

**Required Qualifications:**

1. Associate degree required. Bachelor's degree preferred.
2. Exceptional communication skills.
3. Ability to multitask in a fast-paced environment.
4. Capable of handling and respecting confidential information.
5. Solid understanding of computer programs.
6. Ability to work independently and as part of a team.
7. General knowledge of community college programs, services, and functions.
8. Ability to meet and work with the public in a friendly and professional manner.
9. Exceptionally accurate and detail oriented.
10. Dependable and punctual.
11. Flexible availability.

**Note:** *This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.*

**REMUNERATION:**

\$13.37 – 19.18 an hour (determined by education status)

<b>APPLICATION DEADLINE:</b>	Until Filled
<b>START DATE:</b>	ASAP
<b>METHOD OF APPLICATION:</b>	Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a> . Attach your cover letter, detailed resume, transcripts, and three reference letters.

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*