



**Student Success Coach
Full Time
Floyd County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Student Success Coach to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Strengthening Institutions Program Coordinator. 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.

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, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.