



Adult Education Student Support Coordinator
Full Time
All Campuses

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Student Support Coordinator to support all campuses and adult learning centers. This position will be required to travel to other campuses to meet operational requirements. This position will report to the Vice President of Adult Education. The Student Support Coordinator will help ensure adult education students achieve their educational and career goals and will ensure students have the resources they need to complete their adult education studies and transition into the workforce. This position will foster strong community partnerships, build relationships with students, assess student needs and barriers, refer students to community resources, and provide other support as needed to ensure students can obtain their HSE, learn English, and transition to a career with a family-sustaining wage. The position typically works Monday through Thursday to include day and evening hours. Position and hours based on funding and enrollment.

Duties/Responsibilities:

- Develop strategic community partnerships with organizations that can help address student barriers to reaching educational and career goals (child care, housing, transportation, mental health, etc.)
- Develop and implement processes for identifying, understanding, and addressing student needs and barriers to completing their education
- Collaborate with the Vice President of Adult Education, Career Service Specialists, instructors, and other adult education and program staff to identify and support student needs
- Facilitate student workshops on available resources and self-management skills
- Support students in identifying and applying for federal and state assistance programs
- Utilize available resources including Find Help Georgia, Unite Us and Benefits.gov to identify partners and make needed referrals
- Assists with recruitment, retention, and obtainment of student goals;
- Supervise student support staff
- Other duties as assigned.

Competencies:

- Skill in the use of computers and job-related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Knowledge of community needs within Service Delivery Area
- Ability and experience working with diverse populations that have varying needs.
- Resourcefulness, including the ability to track down information, ask questions, and follow up.
- Knowledge of available federal and state benefit programs, including SNAP, TANF, and CAPS
- Ability to rapidly develop rapport, assess student needs, and motivate students.
- Proven track record of establishing community partnerships.
- Knowledge of family development.
- Ability to travel within/across Service Delivery Area (SDA).

Supervises: Part Time Student Support Coaches

Minimum Qualifications: The candidate MUST possess a Bachelor's Degree from an accredited college or University in social work or related field with a minimum of three (3) years of experience supporting adults and their families

Preferred Qualifications: A Master's Degree in Social Work or related field *AND* (3) years of experience supporting adults and their families.

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: \$53,000/year

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, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

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

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.