Student Success Service Academic Coach

DEPARTMENT: Institute for Educational Opportunities
Closing Date: Review will begin immediately and continue until position is filled
Employment Detail: Full-Time, Working some weekends and evenings,
                Position continuation is dependent on funding

Duties:
• Assist in identifying, recruiting, and selecting student participants.
• Assist in assessing and prescribing a plan of program services for each participant.
• Maintain the student and administrative record system.
• Prepare IAP’s for SSS participants in conjunction with other SSS staff.
• Maintain and facilitate communication between SSS and campus departments.
• Arrange and direct SSS meetings with student participants.

Required Qualifications:
• Bachelor’s degree required.
• At least two years’ experience working with postsecondary students.
• At least two years’ experience working with disadvantaged students.
• Must have demonstrated familiarity with STEM degree academic requirements.
• Excellent supervisory, oral and written communication skills.

Preferred Qualifications:
• Prefer bachelor’s degree in a STEM discipline.
• Prefer understanding of Montana’s college opportunities, requirements, and procedures.
• Prefer experience with TRIO programs, SSS preferred.
• Prefer someone with background similar to that of participants.
• Prefer experience in assessment, psychometrics, and learning styles.

To apply, please submit the following items:
• Cover letter which specifically addresses the above-mentioned qualifications
• Detailed resume
• Name and contact information for 3 professional references
• Authorization for Criminal Background Investigation

The items listed above should be sent to:
Montana Tech Personnel Office
1300 West Park Street
Butte, MT 59701
Phone: 406-496-4380  Fax: 406-496-4387  e-mail: cisakson@mtech.edu

As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.