Job Title: Coordinator, Student Success Services

GENERAL DESCRIPTION:
The Coordinator, Student Success coordinates the organization, operation and delivery of support services to targeted college student populations. This position provides personal, educational and career counseling to students. Provides operational support for programs administered through Student Success Services including, The Game Changer, Florida Keys Community College’s Internship Program, Early Alerts, and job placement. Work is performed under the administrative direction of the Assistant Director, Student Success Services.

ESSENTIAL JOB DUTIES:
1. Counsel students on matters including those of personal, educational, and career nature.
2. Consult with students concerning barriers that may inhibit their academic progress, and makes referrals to appropriate on- and off-campus resources.
3. Maintain continuous contact with, and provides support services and activities to, newly admitted and returning program participants throughout the year.
4. Facilitates communication between students, faculty, student affairs staff and administrators with regard to student success programs.
5. Track students’ academic progress. Responds to updates and alerts from advisors, faculty, and administration communicated via the college’s retention management systems.
7. Document students’ academic progress including end of semester and end of academic year reporting.
8. Develop, revise and implement, as appropriate, policy and procedures for Student Success programs, including but not limited to, internships, early alerts, and The Game Changer program.
9. Manage all aspects of their assigned duties; evaluate activity progress toward established goals as appropriate.
10. Responsible for providing Student Success services throughout FKCC’s service area.
11. Work collaboratively with local employers and academic personnel such as Department Chairs and Deans to develop a pool of internship opportunities for students.
12. Work collaboratively with local employers and academic personnel such as Department Chairs and Deans to develop job placement opportunities for FKCC graduates
13. Maintain information regarding FKCC student’s employment including employers name, address, position and salary.
14. Responsible for completion of FPIP data.
15. Participates in staff and committee work.
16. Attends College-wide academic and staff meetings and official functions.
17. Participates constructively with community agencies and groups, as appropriate.
18. Required to attend Graduation/Commencement ceremonies.
19. Other related duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

KNOWLEDGE, SKILLS, AND ABILITIES:
- Counseling and instructional skills.
- Ability to effectively relate to and interact with students, college personnel, and the public.
- Ability to establish and maintain a high degree of confidentiality.
- Ability to communicate both orally and in writing.
- Ability to operate a computer, including software packages, such as Word, Excel, Access, etc.
- Strong organizational, time management and creative problem solving skills.
- Ability to work independently and with minimal supervision.
- Ability to access some form of transportation for travel requirements.

**EDUCATION AND EXPERIENCE:**
- Bachelor’s degree from a regionally accredited institution
- Three (3) years of experience with individualized instruction in study skill support, including strategies for note-taking, memory retention, and test-taking.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications).

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**
- Valid Driver’s License

**ESSENTIAL PHYSICAL SKILLS:**
- Ability to operate a vehicle.

**ENVIRONMENTAL CONDITIONS:**
- Works inside an office environment.
- Will be required to travel to the Middle and Upper Keys Centers.

(Reasonable accommodations will be made for qualified individuals with a disability).

**SALARY:** $37,562 - $41,318
**CLOSE DATE:** June 24, 2016
**DATE TO COMMENCE:** August 1, 2016

**TO APPLY:** Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

**Notice of Non-Discrimination**
Florida Keys Community College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

- **Equity Officer:** Kathleen Daniel, Director, Human Resources  
  (305) 809-3248 or kathleen.daniel@fkcc.edu
- **Title IX Coordinator:** Christopher DeLisle, Coordinator, Residence Life  
  (305) 809-3261 or christopher.delisle@fkcc.edu
- **Disability Services:** Suzy Park, Advisor and Disability Services Coordinator  
  (305) 809-3266 or suzy.park@fkcc.edu
- **Mailing Address:** Florida Keys Community College, 5901 College Road, Key West, FL 33040