FLORIDA KEYS COMMUNITY COLLEGE

POSITION VACANCY ANNOUNCEMENT

Job Title: Student Success Coach (P/T)

***Two Openings are Available. One is in Marathon, the other is in Tavernier***

GENERAL DESCRIPTION:
The Student Success Coach is a part time position which provides personal, educational and career counseling to students. The Student Success Coach will work with the Coordinator, Student Success to ensure the effective delivery of support services to targeted college student populations enrolled in Florida Keys Community College’s Game Changer Program. 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. Facilitate communication between students, faculty, student affairs staff and administrators with regard to student success programs.
5. Track students’ academic progress, and reports on students’ progress to the Coordinator, Student Success.
7. 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:
- AA or AS degree from a regionally accredited institution required, Bachelor’s degree preferred
- 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.
- Works based in the Middle and Upper Keys Centers.

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

**SALARY:** $16.55 - $18.21

**CLOSE DATE:** Open Until Filled

**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:** Lori Kelly, Librarian  
(305) 809-3501 or lori.kelly@fkcc.edu

**Title IX Coordinator:** Erika MacWilliams, Dean, Student Affairs  
(305) 809-3277 or erika.macwilliams@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