



## JOB DESCRIPTION

**JOB TITLE:** Title III (NASNTI) Guided Pathways Coach, Agriculture Sciences Meta-Major

**REPORTS TO:** Title III NASNTI Guided Pathways Coordinator

**STATUS:** Full time, non-exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position (Position starts 10/1/2024)

**JOB OVERVIEW:** The Title III NASNTI Guided Pathways Coach responsibilities include (specific to Agriculture Sciences Meta-Major students) facilitating individual/group sessions with cohorts of first-time students, launching them into their unique Guided Pathway plans and monitoring their progress throughout their collegiate experience.

### DUTIES AND RESPONSIBILITIES:

#### Title III NASNTI Guided Pathways Coach (Agriculture Sciences)

- With guidance and direction from the Guided Pathways Coordinator, carryout pathways coaching through individual or group sessions with cohorts of first-time students
- Guide Students in the development of Guided Pathways plans in line with their individual academic and career goals within their designated Meta-Major
- Monitor progress of the students throughout their collegiate experience
- Facilitate requests from students as needed, such as academic advising, supplemental instruction course wavier, academic overload requests, transfer questions, degree checks, and withdraw/add/drop course requests
- Maintain effective working relationships with various department staff
- Maintain effective communication procedures to ensure project congruence with institutional and program goals
- Operate a variety of computer programs, such as Microsoft office (outlook, word, excel Power point), Banner, Dropout Detective, CRM and other applications as required
- Work with a diverse range of constituents to achieve project objectives
- Works across departments to increase retention and student success opportunities

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interpersonal, written and oral communication skills
- Ability to work independently and to organize and manage multiple tasks
- Demonstrated willingness and ability to act ethically and socially responsible

- Student-centered approach with a commitment to address the diverse needs of students

**EDUCATION/ EXPERIENCE REQUIRED:**

- Bachelor's degree in a related field from an accredited college or university
- Experience in academic and/or career advising preferred
- Demonstrated ability to provide culturally sensitive guidance to diverse students
- Knowledge and/or experience with Guided Pathways program preferred

**PAY**

- Estimated annual salary of \$38,500.00

**SPECIAL REQUIREMENTS:**

- Must be able to pull, bend, stoop, and lift 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**