



JOB DESCRIPTION

JOB TITLE: Title III (NASNTI) Guided Pathways Coach, STEM 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 STEM 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 (STEM)

- 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: _____