



## **JOB DESCRIPTION**

**JOB TITLE:** Title III (NASNTI) Guided Pathways Coach,  
Business and Technical Programs Meta-Major

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

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position (Position starts 10/1/2025)

**JOB OVERVIEW:** The Title III NASNTI Guided Pathways Coach responsibilities include (specific to Business and Technical Programs 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 (Business and Technical Programs Meta-Major)**

- 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 the Business and Technical Programs
- Monitor progress of the students throughout their college 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 PowerPoint), Banner, Dropout Detective, CRM and other applications as required
- Work with a diverse range of constituents to achieve project objectives
- Work 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
- Demonstrated ability to provide culturally sensitive guidance to diverse students
- Experience in academic and/or career advising preferred
- Knowledge and/or experience with Guided Pathways systems preferred

**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: \_\_\_\_\_**