



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

7/26/2021

**MAY BE POSTED EXTERNALLY:**

7/29/2021

- POSITION:** Academic Support Specialist/Success Coach
- STATUS:** Full-Time
- CLASSIFICATION TYPE:** EXEMPT (Salaried)
- LOCATION:** Ellsworth Community College
- JOB SUMMARY:** The purpose of this position is to serve as a central point of student services contact providing direction in the academic and success of students. This person provides support services for on-campus and off-campus/distance learning students including: placement testing, registration, financial aid assistance, academic and career advising for AA students, early alerts and retention efforts to meet the unique needs of students, academic probation plans, planning and implementing registration workshops, teach one or two sections of SDV108, and assist students with computer navigation for applications including, but not limited to, Canvas, PawPass, and Free Application for Federal Student Aid (FAFSA),etc. Assist with all student success initiatives from onboarding to graduation. This individual will also perform various tasks to support the Dean of Academic Affairs. These tasks include, but are not limited to, assisting with academic information and files, year-long scheduling, adjunct onboarding, reports, faculty pay stipends, data entry and collection and other duties as assigned.
- EDUCATION/ EXPERIENCE:** Completion of Bachelor's Degree required. Three years of appropriate higher education experience preferred.
- ABILITIES:** Ability to work with diverse populations and to develop and implement programs and activities. Proven leadership skills in articulating and executing a motivating vision, working with various stakeholders within and outside the college, and managing multiple priorities and initiatives. Knowledge of national trends and best practices in recruiting, marketing, and financial aid. Requires independent decision making, ability to exercise good judgement, and use of critical thinking skills. Ability to work in a team environment with a customer service-oriented attitude. Ability to work in an environment of shifting priorities; frequent interruptions; hectic pace; and interaction with students, faculty staff and/or the public. Competency in working with computer software programs such as Microsoft Office and higher education related software. Excellent writing skills and strong oral communication skills including one-on-one and large group presentations. Ability to handle highly confidential matters and materials with discretion. Ability to work independently as well as collaboratively in completing assigned tasks and meeting deadlines. Great organizational skills, time management skills, prioritization skills, relationship building skills, and communication skills.
- BASE WAGE:** \$ 35,338 Yearly.  
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.
- BENEFIT INFORMATION:** This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.
- TO APPLY:** Internal Applicants: must send a completed Internal Application Request form to [ivccdjobs@iavalley.edu](mailto:ivccdjobs@iavalley.edu). This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.
- If you experience issues completing the employment application online please update your web browser or use a different browser and try again.
- External Applicants: Please click here for our online application [http://www.iavalley.edu/district/forms/affirmative\\_action.php](http://www.iavalley.edu/district/forms/affirmative_action.php).
- Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.
- Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.
- CLOSING DATE:** Open until filled

*IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.*

*Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.*