FLETCHER TECHNICAL COMMUNITY COLLEGE

Student Success Coach

A 12-month administrative position. The Student Success Coach will provide college-wide career & academic advising and student retention support.

- Provide curricular information to students, assist in selecting and scheduling classes, monitor academic standing.
- Advise students in planning an academic program and advise regarding career goals.
- Serve as resource for students, faculty, parents, and others having questions about programs or academic policies; make referrals as appropriate.
- Maintain appropriate files and records, which may be computerized, and assist in compiling statistical reports.
- Assist with advising visiting students and undeclared students concerning semester schedules.
- Provide support for placement testing to prospective students along with maintaining testing schedules, policies and procedures.
- Provide support for accommodated testing and classroom testing support.
- Supports the Senior Student Success Coach.
- Support admissions, the registrar and student affairs through strategic partnerships to enhance student success.
- Assists the Director of Student Retention with Career Services.
- Performs other duties as required.

Qualifications: Bachelor’s Degree required; Master’s Degree in Counseling, Higher Education, Student Services or related field preferred. At least two years experience in the area of academic advisement, counseling, career planning, and/or other relevant areas of student personnel services. Strong writing, verbal, organizational, and interpersonal skills. Must be computer proficient; have a student-centered attitude; and be well organized.

Reports To: Director of Student Retention

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:
Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311
Scheriever, LA 70395
Qualified applicants should submit Resume, Employment Application, and Transcript(s) to:

hr@fletcher.edu

or

Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA  70395

Application Instructions can also be located at www.fletcher.edu under Employment Opportunities.