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.
- Co-coordinate development of CLCR 1001 – Freshman Studies with Assistant Director of Student Success.
- Teach one CLCR 1001 course each semester as part of position responsibilities.
- Supports the Assistant Director of Student Success.
- Support admissions, the registrar and student affairs through strategic partnerships to enhance student success.
- Provides career assessments and coaching to students.
- Co-manages College Career Network with other Student Success/Services personnel.
- Performs other duties as required.

Qualifications: Bachelor’s Degree required; Master’s Degree in Counseling, Higher Education, Student Services or related field preferred. Strong writing, verbal, organizational, and interpersonal skills. Must be computer proficient; have a student-centered attitude; and be well organized.

Reports To: Assistant Director of Student Success

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, gender identity, age, religion, qualified disability, marital status, veteran’s status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator:
Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311
Schriever, 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.