

# South Texas College

## Job Announcement 2019-5026

**Title: Academic Coach (Part-time Temporary)**

**Department: Centers of Learning Excellence**

**Reports to: Learning Support Manager**

**Campus: Pecan**

**Pay Grade: Part-time**

**Salary Range: Minimum \$17.50/Hour**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Academic Coach designs individualized student-centered educational plans that lay the foundation for student success, assists students in making connections with appropriate student support services throughout the college district, and provides individual, small group, and whole class instruction on topics related to academic learning for students.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Assists in serving as a Centers for Learning Excellence liaison with faculty and staff in the interest of student success as directed by supervisor.
2. Assists instructors in preparation and pacing for instruction and integrates study strategy techniques with the course content.
3. Works with students, student organizations, and/or academic departments and programs.
4. Creates purposeful interactions between students and academic institutions to design individualized, student-centered educational plans that lay the foundation for student success.
5. Directs students to institutional resources relevant to career exploration.
6. Assists students in developing class schedules based on individual needs, establishing goals for higher levels of engagement with their own academic progress and success, and understanding academic studies curriculum requirements and the relationship between majors and careers.
7. Assumes primary responsibility for implementing early intervention and follow-up for students. (e.g. Starfish Early Alert system)
8. Keeps regular and accurate records using required software, related forms and submits appropriate paperwork in a timely manner.
9. Provides general information on policies and procedures related to academic probation and suspension, dropping courses, and satisfactory academic progress.
10. Provides general information about financial aid and scholarship requirements and processes, as well as other options for financing their education.
11. Engages in the promotion and presentation of information about academic support services and resources at the Centers for Learning Excellence.
12. Assists in preparation of workshops and materials to enhance student comprehension and supplement course assignments.
13. Participates in required departmental training, workshops and meetings.
14. Performs other duties as assigned.

### **Required Education and Experience**

1. Bachelor's Degree in Education, Social Work or related field required.
2. At least one (1) year experience working in an educational setting, required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Maintains familiarity with the College's programs, policies, procedures and academic standards.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and comprehend simple instructions, short correspondence, and memos.
9. Ability to write simple correspondence.
10. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under South Texas College policy.

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.