



Academic Coaching Program Support (Marinette, WI)
Part-Time
Grant Funded

Job Order 601868
July 12, 2018

Department: Student Success
Salary Grade: PB
Position #: 07100200

Reports To: Manager, Assessment Center and Academic Coaching

LOCATION: Marinette Campus

HOURS: Mondays, Tuesdays and Thursdays from 8:00am-4:00pm; flexibility required to meet student needs

STARTING RATE OF PAY: \$13.34/hour

Note: This position is Grant Funded and is up for renewal annually.

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

This position is responsible for assisting with the development and marketing of the online academic coaching (tutoring) program, as well as assisting with the operations of the academic coaching program. Responsibilities include responding to student requests for academic support, marketing the program and record-keeping. Additional responsibilities include assistance with scheduling and as well as other duties to support the Academic Coaching Team.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Greet students and respond to student requests in the academic coaching center and in the online format
- Assist with the design and execution of a marketing campaign to promote the use of academic coaching
- Assist with the set-up and management of the online tutoring platform
- Provide support to Academic Coaching team
 - Schedule Rooms for meetings and events
 - Compile reporting information
 - Assist with special projects
- Format Word, PowerPoint, Excel, and Adobe Acrobat files, create tables and charts, and other formats needed for reports and status updates

- Key data into systems such as PeopleSoft.
- Assist the Academic Coaching team with administrative duties

POSITION QUALIFICATIONS

Competency Statements (s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented- Ability to work effectively with people regardless of their age, gender, race, ethnicity, disability, socio-economic background, or job type.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Reliability - The trait of being dependable and trustworthy.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Other –Excellent written communication skills and the ability to work in a team environment.

SKILLS & ABILITIES

Education: Associate degree in area of office administration or marketing preferred

Experience: 2 years’ experience in an administrative or marketing role.

***An equivalent combination of education and work experience may be considered*

Computer Skills:

Intermediate level knowledge of Microsoft Outlook, Word, Excel, PowerPoint required; Access, PeopleSoft, and Adobe software a plus

- Experience with E-mail, Internet, keyboarding
- Ability to operate office equipment; copier, scanner, personal computer, fax machine, label maker
- Ability to learn new software

Other Requirements:

- Marketing experience

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

Work Environment

- Equipment Noise
- Other –Ability to work in an open work space.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.