

## **STUDENT SUCCESS CENTER COORDINATOR**

### **GENERAL STATEMENT:**

General responsibility for operation of the open Student Success Center.

### **REPORTS TO:**

Assistant Vice President for Institutional Planning, Research, and Effectiveness

### **OCCUPATION GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree or Associate's degree and 2 years of related work experience required.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Experience in an educational setting preferred.

#### **OTHER:**

Good public relations, communications skills, and must have advanced computer skills.

### **DUTIES AND RESPONSIBILITIES:**

- Supervise the operation of the Student Success Center.
- Manage the necessary tracking for the Student Success Center.
- Coordinate faculty and student interaction in Student Success Center.
- Manage assistant coordinator and student workers for the Student Success Center.
- Communicate to various campus stakeholders about the Student Success Center.
- Provide on-site assistance for students and faculty.
- Other duties as assigned by appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May require irregular evening or weekend hours.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisory.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 09/05/07*

*Revised: 8/10/2010*

*JD391*