



## **JOB DESCRIPTION**

**JOB TITLE:** Washington County College Center – Grant Funded Success Coach (Facilitator)

**REPORTS TO:** Assistant Director of Enrollment Management

**CLASSIFICATION:** 1-year grant funded position

### **SUMMARY:**

This contractual part-time position serves as the Success Coach at the Washington County College Center Location. The Success Coach will assist the Site Manager with the location's daily operations.

The Success Coach is responsible for assisting with student support services, advising, and programmatic outreach to the community and industry in Washington, Greene, and Fayette Counties. The Facilitator will be a part of the Department of Enrollment Management, working collaboratively with various administrative and academic departments across the college community to support the student experience and enrollment growth.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as a Success Coach for the Washington County College Center.
- Day, evening, and/or weekend coverage is required and is based on site needs.
- Assist with concierge related task for the Washington site by providing a welcoming, informative experience for students and guests including evening and weekend coverage.
- Assists the Assistant Director of Enrollment Management and Site Manager with the coordination of high-priority external events, communications, and other engagement efforts.
- Collaborates with members of the Enrollment Management Department and other functional areas of the College to ensure recruitment and retention of traditional degree programs, Continuing Education, High School Academy, Dual Enrollment and College in High School students at the Washington location.

- Demonstrates an understanding of the Traditional Degree Programs and High School Academies model and information specifically related to the academy pathways for recruitment and advising purposes.
- Maintains a schedule that supports visits to high schools and other recruitment events in Washington, Greene, and Fayette counties.
- Day, evening, and/or weekend coverage for Washington County College Center classes, internal and external recruitment events; continuing education classes and events will be required.
- Prompt follow up with the participants and schools that attend any recruitment event.
- Build relationships with other administrative offices, faculty, external entities, and the community at large.
- Follow the academic calendar to ensure processing and deadlines are met.
- Assists with implementation of the external location recruitment plan.
- Provides evening and weekend departmental coverage, as necessary
- Participates in meetings and activities relevant to Washington County College Center and/or occasionally at Community College of Beaver County Main Campus.
- Demonstrates understanding of traditional degrees, Continuing Education, and High School Academy programming and practical approaches to achieve and be able to manage multiple priorities to achieve deadlines.
- Adheres to policies and procedures related to CCBC main campus and external locations.
- Possesses strong organizational and interpersonal skills, with a proven ability to work in different cultures.
- Arming and disarming of the security system at Washington County site is required on evenings and weekends for site coverage and events.
- Assist with reporting and assessment of data needs.
- Assists with any grant-related projects for Washington County College.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

#### **Education:**

- Associates required; bachelor's degree preferred

#### **Experience:**

- 1-3 years of experience in recruiting or admissions
- 1-3 years of sales experience

#### **Skills and Knowledge:**

##### **Technical**

- Working knowledge of appropriate computer systems and software.
- Strong working knowledge of college personnel, procedures, and programs.
- Ability to maintain records.

## **Characteristics**

- Excellent communications skills, both verbal and written.
- Ability to maintain confidentiality.
- Ability to communicate tactfully and effectively with students, the public, and co-workers.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, frequently use of hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Occasionally required to stand and walk.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near a video display. The employee occasionally works in the evenings or on weekends. The noise level in the work environment is usually moderate.

*Community College of Beaver County is an EEO employer and does not discriminate in its programs, activities, or employment based on race, color, religion, sex, sexual orientation, disability, veteran's status, age, or national origin. Women, Minorities and Veterans are encouraged to apply.*

**Grant Position – Washington County College Center – Success Coach  
August 2024**