

Position Announcement

Equity and Access Coordinator

The Equity and Access Coordinator is crucial for student success by providing culturally informed and equity based mentoring and coaching services which promote academic success and retention of underserved student populations. It is responsible for monitoring students' academic progress, advise/counsel students on various academic subjects, and provide a structure of support to ease students' transition into and through their academic journey.

Essential duties/responsibilities include but are not limited to the following:

Mentoring / Coaching

- Provide direct personal, comprehensive, and intentional advising/coaching to underserved student populations and extend support to targeted students in developing solutions to overcoming barriers to persistence
- Demonstrate and possess a strong understanding of cultural competency and how to communicate effectively to different audiences
- Collaborate with Transition Specialists, Retention Specialists and Student Success Coaches in a team-based approach to assist students who may need a higher level of support throughout their academic journey
- Apply proactive mentoring/coaching and case management techniques to empower students to develop and accomplish their personal, academic, and career goals
- Input data and maintain accurate records; document services provided and interactions with students (e.g. phone calls, ZOOM, emails, letters, text messages, direct contacts) using student information system and advising software
- Maintain confidentiality of student records and adhere to the College's interpretation of FERPA rules for the release of student information
- Manage early alert interventions for targeted student populations; meet with students, advise and provide support, make referrals (as necessary), conduct appropriate follow-up and ensure appropriate close-out practices are followed
- Collaborate with College Recruiters to build relationships with regional high schools and community agencies to identify potential students of underserved populations through various activities including:
 - Identify events for student recruitment, and collaborate with Marketing Department to create materials to attract student prospects
 - Conduct off-campus information sessions for prospective students from targeted populations
 - Represent the College at a variety of public events
- Perform other duties as assigned

Academic Services Support

- Participate in professional development workshops, webinars, conferences and training in order to keep current with trends and best practices in the areas of equity, inclusion, student success strategy and academic management.
- Attend department, academic division, and College-wide meetings as needed
- Compile and report data pertaining to student success indicators and statistics designed to measure institutional progress for underserved populations.
- Participate on College committees as designated by supervisor
- Perform other duties as assigned

Required Qualifications:

Education:

- Bachelor's degree in education or program area of assigned academic division, student development, student services or higher education leadership; Master's degree preferred.

Experience:

- Professional experience working in higher education or related setting
- Experience in human services, social work, business or public administration, education, or other related fields or equivalent experience preferred
- Experience in designing, implementing, sustaining and advancing diversity, equity, and inclusion programming, training, and strategies preferred

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 2/13/23 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.