

## Success Coach – College Credit Plus

North Central State College is accepting resumes for a full-time Success Coach in College Credit Plus. College Credit Plus (CCP) is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits simultaneously by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families.

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

### **College Credit Plus Program Recruitment and Academic Advising**

- Serving in role of recruitment for CCP program and academic advising for a designated caseload of students, through proactive outreach, support, and education.
- Develop a rapport of trust and accessibility with assigned students. Ensure accurate advice and quality support, contributing to persistence and a positive student experience.
- Assist students to recognize and achieve their short and long term educational goals as College Credit Plus students, in relation to their high school graduation requirements and long term college and career goals
- Support student needs with sound equity and inclusion practices for student success
- Provide holistic, intrusive advising to College Credit Plus students, including early alert documentation and follow-up
- Support and participate in College Credit Plus Student Orientations for campus-based students; support implementation of engagement program for high school-based CCP students
- Recommend actions related to academic alert, probation, suspension, and dismissal of students. Identify opportunities for high-performing student engagement and goal attainment.
- Support College Credit Plus students in their adjustment on campus; assess student needs and connect students with appropriate College and community resources to meet needs and to engage with the College
- Help students learn to interact with faculty, staff and administration; act as a liaison when appropriate
- Serve as a point of contact for high school counselors regarding students in CCP program
- Travel off-campus to high schools as needed for academic advising and support to high school-based CCP students
- Collaborate with departments of Admissions and Recruitment, and Student Success and Transition Services for purposes of College Credit Plus student needs and program needs
- Coordinate with academic divisions and academic advisors (building Advisors) regarding specific triage to students to expedite continued enrollment (where appropriate) for program completion at NCSC at the conclusion of the College Credit Plus program
- Coordinate a case management approach for on-campus students and provide expertise in developing intentional outreach to College Credit Plus students and their families
- Respond to tracking requests, evaluate academic progress in course completion and provide feedback to improve case management approach and intentional interventions with CCP participants
- Conduct presentations on College Credit Plus at NC State College during CCP Informational meetings held off-campus at various Ohio high schools
- Support partner high schools with Accuplacer testing needs
- Coordinate collaboration with CTE students in caseload for purposes of combined CCP enrollment and post-secondary enrollment
- Coordinate with Student Records Office and ensure reporting requirements for CCP Program are met per legislative mandate
- Perform other duties as assigned

### **Department Support**

- Participate on College committees and attend College meetings as appropriate, with supervisor approval
- Participate in professional development workshops, meetings, conferences and training in order to keep current with College policies, procedures, and advising
- Make presentations to various groups, as needed
- Perform other duties as assigned

### **Required Qualifications:**

**Education:** Bachelor's degree in Education, Counseling, Psychology, Social Work or related area

**Experience:** A minimum of two (2) years' experience or training in career counseling, student counseling or academic advising preferred.

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

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 11/28/22 and until filled