



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Student Success & In-class Support Coach

### Position Information

The student success coach & in-class support coach provides student support in and outside of class to ensure student success. This is a ten-month position (August 1 through May 31). The position reports to the Dean of Student Services.

### Duties & Responsibilities

- Increase student persistence and completion.
- Assists students on academic probation, warning, and satisfactory academic progress.
- Coordinates tutoring services and provides tutoring during the day or evening based on the WETCC academic schedule.
- Provide in-class student support services as assigned.
- Develops and participates in events and programs to assist students.
- Directs, and supervises student workers.
- Assist with grants.
- Collects, compiles, analyzes, and shares data to inform decision-making.
- Assist with library services.
- Serves on college and other committees.
- All other duties assigned as related to the position.

Work Schedule: Monday–Friday, 8:00 am–4:30 pm, adjusted for evening hours during the academic semester. Student support services may be scheduled until 8:00 pm, Monday–Thursday as scheduled. The work schedule will coincide with course offerings.

Advertised Salary: \$21.32/hour

### Minimum Qualifications

- Bachelor's degree from an accredited institution of higher education in education or related field required.
- Minimum of 2 years related experience in education.
- Excellent oral and written communication skills.
- Ability to work in a fast-paced environment.
- Strong analytical and problem-solving skills.

## Preferred Qualifications

- Master's degree from an accredited institution of higher education in education or related field.
- Knowledge of student success services and functions.
- Knowledge of higher education accreditation and federal and state higher education laws and regulations.
- Knowledge of the community and Anishinaabe culture.
- Commitment and experience fulfilling the mission of a tribal and community college with a student-centered approach.
- Excellent interpersonal and problem-solving skills.
- Ability to work effectively with students, faculty, and others.
- Ability to communicate effectively through written and oral correspondence.
- Excellent management and supervisory skills.

## Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

## Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire. WETCC has 17 paid holidays a year.

## About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible [Indigenous] and non-[Indigenous] residents of the area..."

Accredited by The Higher Learning Commission

## Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.

- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision – *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.