Student Success Coordinator

Gogebic Community College seeks candidates for a full-time Student Success Coordinator, located at the Copper Country Center in Houghton, Michigan. The starting salary for this position is $49,252 and the salary range is $49,252 to $62,684. The College offers a generous benefits package. The successful candidate will be a dynamic individual with strong interpersonal and organizational skills. The successful candidate will bring initiative, creativity, and ability to connect with prospective students and parents as well as the capacity to develop good rapport with faculty, staff, and students, and enjoy working with diverse populations. The position includes the general responsibilities of admissions work, financial aid, advising, and student intervention. This position reports directly to the Director of Off-Campus Operations, while having coordination with the Vice President of Student Services and Athletics as needed. It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate.

Essential Duties and Responsibilities:

- Works collaboratively with the Director of Off-Campus Operations in all operations of the Copper Country Center, including significant collaboration with K-12 districts in dual enrollment and Early College activities.
- Prepares and presents information sessions for small groups and large audiences on and off the Center’s location; Assists students with reviewing application processes for completeness.
- Conducts group workshops and represents the Financial Aid Office at various on and off campus events; Assists and educates students with financial aid application steps and related procedures.
- Conducts group and individual advising sessions and workshops for continuing, current and prospective students.
- Plans, implements and manages academic advising support programs and services; Provides both on-line and in-person comprehensive academic advising opportunities (i.e. course selection, registration, transfer coordination, and graduation requirements.)
- Monitors academic progress; Completes comprehensive assessment of student’s academic goals and needs and prepares degree audits including acting on early alert referrals; Provides consultation for initial class scheduling, and monitors class availability.
- Works collaboratively with students having academic difficulty and directs students on changes in academic status due to academic probation, change of major, leave(s) of absence, medical and personal leaves, and readmission.
- Intervenes as appropriate with all at-risk, probationary, suspended, and re-instated students to develop a personal and academic plan for success.
• Maintains student files and insures all GCC paperwork is relayed to the appropriate main campus office in a timely manner.
• Communicates via written, verbal, email, and phone with students as required; Follows up with students, faculty, and staff via written, verbal, email, and phone as required.
• Performs other duties as assigned.

Ability to:
• Exercise discretion while working independently, as well as the commitment to working as part of a team.
• Respond positively to change, embracing and using new practices or values to accomplish goals and solve problems.
• Act as a liaison between the Ironwood Campus and the Copper Country Center.
• Access, evaluate, and apply information from a variety of sources, tools, and contexts, and adapt to changing technologies.
• Maintain a congenial, supportive, and accepting approach when working with students, faculty, and staff.
• Communicate effectively in the oral and written form, including effective interpersonal skills.
• Work a variable schedule as needed, including daytime, evenings, or weekends.

Knowledge of:
• Admissions, financial aid, registration, and degree program requirements.
• Student recruitment and retention principles and intervention strategies.
• FERPA regulations and practices.
• Working with computerized systems, word processing, spreadsheet, and presentation software.
• Customer service skills with the knowledge to place a high priority on professional excellence.

Required Qualifications:
• Bachelor's degree in Human Services, Education, Psychology, Social Work or related field.
• Background in student services in higher education or similar educational setting.

Preferred Qualifications:
• Master’s degree.
• Demonstrated experience in admissions, financial aid, and/or academic advising.
• Experience in implementing postsecondary retention strategies.
• Experience in a community college setting.
**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 and stand. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to stand and walk. The employee 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 an 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. The noise level in the work environment is usually moderate.

_Don’t just work here... Live here._

**About Our College:**
Gogebic Community College is more than a place to work. It’s a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan’s Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome focused philosophy.

Gogebic Community College’s “Go BOLD” motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

**About Our Region:**
A few miles north of ordinary lies the Upper Peninsula’s Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan’s last unspoiled gems.

**A Bold Place to Work…**
Gogebic is more than a community college… It’s a college community—known for supportive leadership and dynamic, down-to-earth employees.
A community institution at the heart of our region’s workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a “serving the top 100%” approach, Gogebic Community College is a place to make a stand for your career…and make a difference in the lives of students.

A Bold Place to Ski…

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC’s nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to Be…

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

Gogebic’s Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Application Process

Applications will be accepted until position is filled.

Interested individuals should submit a portfolio containing all the following in one email, or mailed in one envelope to the Human Resource’s Office:

1. Letter of interest
2. Detailed resume
3. Three references with current contact information
4. GCC Application for Employment
5. Unofficial transcripts (official transcripts are required before employment)
6. Other relevant material

contact@gogebic.edu
Debbie Janczak, Director of Human Resources
Gogebic Community College
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Gogebic Community College is an equal opportunity educator and employer.