POSITION VACANCY

Student Success Peer Coaches

POSITION:

Student Success Peer Coaches
Hourly rate: $11.50
Time Commitment: Summer 2016-December 9, 2016, 15-20 hours per week, hours may vary by semester
Reports to Director of Counseling & Disability Services and Dean of Students

QUALIFICATIONS:

Candidates must have:

- Current student in good academic standing or recently graduated.
- Earned a minimum of 15 credit hours with BridgeValley CTC
- Student has declared a major
- Student is computer literate in Microsoft Office Suite, Blackboard and Facebook
- Knowledge of career planning, advice about college attendance and success

Responsiveness to student and institutional needs are essential.

DUTIES/ RESPONSIBILITIES:

Duties and responsibilities for project deliverables are stated in the Bridging the Gap grant. Student Success Peer Coaches will work with all campus constituents and friends of the college and are expected to be involved and fully participate in all stages of the enrollment process from assisting with recruitment efforts through graduation activities. Peer coaches will assist technical students with enrollment, financial aid, career counseling, and other services.

- Attending all training activities
- Serving as institution ambassadors
- Developing knowledge of institutional academic program offerings
- Assisting enrollment management with off-campus recruiting efforts
- Providing campus tours
- Assisting with Enrollment Management functions
- Completing data entry in enrollment management software
- Contacting prospective students via telephone and e-mail
- Triaging advising questions
- Assisting with new student orientations
- Serving Peer Coaches with orientation courses
- Providing outreach to students
- Training incoming Student Success Peer Coaches
- Performing other related duties as assigned to support initiatives of the BTG grant

TRAVEL:

This position may require travel and flexible hours. A valid driver's license is or reliable transportation is required.

TO APPLY:

Send a letter describing how your qualifications meet our requirements, resume, transcripts, and contact information for three professional references to:

Human Resources
BridgeValley Community & Technical College
2001 Union Carbide Drive
South Charleston, WV 25303
Electronic application materials in the form of doc, docx, or pdf are preferred and may be sent to HR@BridgeValley.edu

Employment is subject to satisfactory results on background check. Copies of transcripts may be sent but originals must be available prior to hire.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status in its employment, programs, activities.

Please contact the Human Resources office at 304-205-6606 or hr@bridgevalley.edu if you need assistance or reasonable accommodation in the hiring process.