



## POSITION ANNOUNCEMENT

**Position:** Academic Coach (Part-time with benefits)

### **Job Description:**

Under the supervision of the Title III PBI administrator and the Academic advising Specialist. The SMCC Academic Coach is a collaborative services role focused on retention management, outreach, and intervention.

### **Duties and Responsibilities:**

- Under PBI Director, manage and administer all aspects of the PBI activity related to advising and student support.
- Assisting and guiding students in retention and completion efforts
- Work with students in exploring and defining career goals and developing time management/study skills.
- Regularly track the progress of assigned advisees and intervene and refer them to appropriate help, if needed.
- Participate in training related to the developmental advisement model and needs of Black male students.
- Assist in the evaluation process.
- Lead forums and fields trip/career exploration.
- This job description is not intended to be all-inclusive and the employee will also perform other reasonably related duties as assigned.

### **Qualifications:**

**Preferred:** Master's degree in Education or related field and at least three (3) years' experience in advising and working with underrepresented students, preferably with a background similar to the target population.

**Required:** Bachelor's degree in Education, Counseling or related field and at least three (3) years' experience in advising and working with underrepresented students, preferably with a background similar to the target population.

### **Evaluation Criteria:**

- Cover Letter, Resume and SMCC Application <https://www.smcc.edu/wp-content/uploads/Staff-Application.pdf>
- Transcripts (only if applicant is selected by the screening committee for an interview)
- Personal interview (only if applicant is selected by the screening committee for an interview)

**Contact:** Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Fax: 601-276-4331 Email: [hr@smcc.edu](mailto:hr@smcc.edu)

**Application Deadline: February 27, 2025 by 3:30 PM**

### **Nondiscrimination Statement:**

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.