

**NASHUA COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT: _____

FLSA: Non-Exempt **EEO-6:** 4-44 (Clerical & Secretarial) **SOC CODE:** 43-1199

CLASSIFICATION: Program Assistant II **CLASSIFICATION CODE:** 711000

IN-HOUSE TITLE: Academic Coach-
Career and Technical Programs **DATE ESTABLISHED:** 8/23/13

POSITION NUMBER: N2G00007 **DATE OF LAST AMENDMENT:** 8/23/13

SCOPE OF WORK: To assist at-risk career and technical (CTE) students in reviewing their educational goals, developing plans to meet their objectives, and resolving concerns that arise during the course of their enrollment at the college. This position reports to the Associate Vice President of Academic Affairs at Nashua Community College.

ACCOUNTABILITIES:

- Monitors student's standards of academic progress to insure successful program completion.
- Maintains open and frequent communication with CTE student population through mailings, telephone contacts, email, and meetings.
- Informs and refers students to academic support and other available resources on campus; works with the Tutoring Coordinator to provide tutoring services for students with academic concerns.
- Maintains collaborative relationships with department chairs and program coordinators to identify and provide one on one academic coaching and support for CTE students with academic concerns; acts as the liaison for academic support efforts.
- Works in conjunction with the Advising Center to assist students with course selection for each term and provides long-term schedule planning to foster graduation within specified timeframes.
- Assists with student orientation and other campus events for the automotive program.
- Complies with all system, state, and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or university with a major study in counseling, education, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three (3) years of experience in a responsible clerical or technical support position of teaching, academic advising or counseling in an educational setting, with responsibility for providing program information to the public. Each additional year of approved work experience may be substituted for one year of required formal education.

LICENSE/CERTIFICATION: Valid driver's license and/or access to transportation.

RECOMMENDED WORK TRAITS: : Knowledge of the organization and operations of the departments or college in which position is assigned. General knowledge of current literature in specialized field of work. Knowledge of modern office practices, procedures and equipment. Knowledge of English, spelling and arithmetic. Knowledge of the procedures and practices involved in interviewing. Knowledge of office record keeping and reporting. Knowledge of the regulations pertaining to departmental programs. Some knowledge of the principles and practices of public administration. Ability to gather, assemble, correlate and analyze facts and identify existing or potential problems. Ability to contribute to the development of sound operational procedures. Ability to make sound judgment in appraising situations and making routine decisions. Ability to follow specific instructions in gathering facts, data or resources in organizing required information. Ability to make decisions based upon fact-finding interviews within the parameters of the rules and policies of the college. Ability to meet with clients and explain programs sponsored by the department or college in which the position is located. Ability to present ideas clearly and effectively. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name (print) Employee's Signature Date Reviewed

Supervisor's Name and Title: Kathy Costa, Associate Vice President, Academic Affairs

The above description accurately measures this employee's job duty.

Supervisor's Signature Date Reviewed

CCSNH Director of Human Resources Date Approved