



Snead State Community College Intent to Employ Part-Time Student Success Navigator PART-TIME ONGOING

Minimum Qualifications	<p>1. Required- Associate degree or higher from an accredited institution.</p>
Essential Functions	<p>The Part-Time Student Success Navigator is responsible for providing quality customer service to students, parents, high school personnel and anyone who makes contact with the Student Services Office. She/he is responsible for assisting persons from time of recruit/interest until beyond graduation. This position assists students in all areas of Student Services as needed including, but not limited to, recruiting, admissions, student records, campus engagement, disability services, career services, and intake advising.</p> <ul style="list-style-type: none"> • Serve as a recruiter for the College through active implementation of the SSCC Enrollment Management Plan. • Serve as the first point of contact for applicants and students; assist students in completing their admissions process to enable them to register for classes. • Provide support in processing student applications, transfer credit, registration assistance, transcript requests, and other documents as needed while maintaining accurate, secure data of all student information in the College's administrative database and electronic scanning system. • Assist in the preparation of various financial aid reports and end of term processing. • Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the college's initiative to maximize retention of current students and enable students to finish their collegiate goals. • Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College. • Participate in College functions (Award and Honor events, Alumni Homecoming, Commencement, etc.). • Assume other work related responsibilities as delegated by an appropriately assigned College administrator.
Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> • Ability to work flexible hours as position requires regular participation in off-campus and/or weekend workshops/events • Ability to lift and carry a minimum of 30 pounds • Oriented toward teamwork and collegiality • Highly organized and keen attention to details • Maintain confidentiality in all aspects of student records as mandated by FERPA and institutional policies • Exemplify quality customer service • Possess effective written and oral communication skills • Ability to problem solve with appropriate cognitive ability • Experience working with computers and software comparable to Microsoft Office products
Salary	<p>Based on State Board of Education Local Salary Schedule \$16.00 per hour, up to 19 hours per week This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).</p>
Application Procedures	<p>A complete application packet consists of:</p> <ol style="list-style-type: none"> 1. A <u>signed</u> SSCC employment application 2. Current resume 3. Transcripts verifying required degree/certification (unofficial copies will be accepted before the deadline but official transcripts from all colleges must be on file prior to employment). Transcripts must include <u>conferred or awarded date</u>. Application materials may not be faxed or emailed. Only complete application packets received by close of business on the deadline date will be considered. Submit application packets to: <p style="text-align: center;">Snead State Community College Office of Human Resources P. O. Box 734 Boaz, Alabama 35957-0734 Phone: (256) 840-4113 or 840-4104 www.snead.edu</p>

It is the official policy of the Alabama Department of Postsecondary Education and Snead State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Snead State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note:** In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Snead State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.