



Campus Compact of Oregon Connect2Complete AmeriCorps Member Position Description Template

MT. HOOD COMMUNITY COLLEGE Position Description

Position Title:	TRIO/C2C Education Success Coach
Supervisor:	Director of TRIO Programs/SSS Adviser/ETS Coordinator
Hours of Service:	9am-5pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)
Position Duration:	September 1, 2022-July 31, 2023
Placement Site:	Mt Hood Community College TRIO programs and designated K-12 partner schools

Basic Job Purpose/Function:

Provides an array of academic coaching support to TRIO Educational Talent Search (ETS) program participants, in addition to students enrolled at partner K-12 schools. Assesses student needs and provides direct support to TRIO (ETS) students in the areas of academic coaching, financial aid, scholarship, financial literacy, career goals, and program orientation. Special Cultural Enrichment and Service Day assignments as instructed by Campus Compact. Assists students with establishing and maintaining short- and long-range plans, and collaborates with TRIO program, college staff and community members, regarding resources to remove barriers and support student success.

Essential Duties:

1. Understands student needs assessment, which may include program intakes.
2. Meets with supervisor(s) to best understand the development of long-range education plans, selection of appropriate courses, and interpretation of institutional requirements and assessment of progress toward established career and life goals; assesses alternatives and consequences of decisions.
3. Works with TRIO ETS students via small group and individual sessions. Reviews academic plans and college plans, monitors their academic progress by one-on-one sessions and provides appropriate intervention referrals as needed.
4. Collaborates with MHCC student service departments and staff, including the Learning Success Center/AVID, to implement and provide tutoring resources, time-management, study skills, and regular academic check-ins. Maintains up-to-date resources on campus to best support student success.
5. Assists TRIO ETS students with enrollment/registration, financial aid, and academic and probation/suspension status.
6. Provides personalized assessment of participants' barriers to successfully completing educational goals, and provides assistance in overcoming or limiting these where possible.
7. Assists students with the development of decision-making skills and awareness of educational and community resources.
8. Refers students to appropriate on-campus, in-depth expertise and serves as liaison among students, faculty, administration, staff and the community in developing and implementing a seamless approach to program services, guided by a TRIO supervisor or Director of TRIO Programs.
9. Provides one-on-one support for TRIO ETS students around college/university admissions and applying for financial aid (FAFSA)



10. Develops, plans, and conducts activities, such as orientation, enrichment, and information workshops, classes, visits to 4-year colleges and universities and other activities as appropriate for both TRIO ETS programs.

11. Ensures compliance with TRIO legislation and regulations.
12. Shares any required information to supervisor(s) for input in program databases (Blumen), including student contacts for services log and current information/data to indicate academic progress.

Additional Duties:

1. Provides assistance to the Director of TRIO Programs for recruitment and outreach efforts for both TRIO ETS.
2. Serves on committees as appropriate.
3. May share any relevant knowledge of student success strategies work-study and hourly student employees. Provides input to Director of TRIO Program as needed.
4. Performs all other related duties as assigned by Campus Compact.
5. Complies with FERPA and K-12 district policies

Knowledge, Skills, and Abilities

- Willingness to learn applicable federal, state, and local laws, regulations, and legislation related to TRIO programs
- Ability to communicate clearly and effectively, both orally and in writing
- Knowledge of financial aid policies and processes
- Knowledge of best practices related to student success and academic assessment
- Ability to work collaboratively with internal and external stakeholders

Working Conditions:

Work is typically performed in a normal office environment while sitting at a computer terminal. Repetitive hand/wrist motion and eye-strain for data-entry and keyboarding functions. Possible exposure to potentially dangerous situations when working off-campus, after normal hours and when traveling to and from events and off-campus partner schools. Remote capability, if assigned by the Director of TRIO Programs or institutional administration(s).

See ADA Physical Requirements Section on file for other usual and customary physical requirements.

Benefits

- Living stipend of \$14,000 (distributed bimonthly over 10.5 months)
- Education Award of \$6,345.00 upon successful completion of service
- Loan forbearance or interest accrual on qualified student loans
- Basic health care plan (if not eligible for OHP or alternate insurance)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums

Date Created:

4/9/21