

## **STUDENT SUCCESS SPECIALIST - RUNNING START PROGRAM**

This is a full-time, exempt position which reports to the Running Start Coordinator.

The Wenatchee Valley College team values excellence in all pursuits related to the core mission of the college. The college seeks to employ like-minded professionals who are as passionate about service to students and the teaching-learning process as they are about their individual fields. It seeks individuals who are involved in the community and understand that learning is best accomplished in diverse situations with diverse approaches that expand students' view of the world. The college is committed to creating an environment that is as dynamic and flexible as well as reasoned and responsible in its approach to educating the communities it serves.

The college is committed to diversity and inclusiveness. Thirty percent of the regional student body is Latino and the college district includes part of the Colville Confederated Tribes' reservation. Wenatchee Valley College encourages applications from candidates who reflect the increasing diversity of WVC's student body and community, and who will enhance and promote engagement among cultures. Women, members of underrepresented groups, and bi- and multi-lingual candidates are strongly encouraged to apply.

### **GENERAL RESPONSIBILITIES:**

The Student Success Specialist will assist the Running Start Coordinator and is responsible for providing enrollment and retention assistance to students attending Wenatchee Valley College, specializing in the Running Start program.

### **SPECIFIC RESPONSIBILITIES AND DUTIES:**

#### Advising and Assisting Students

- Assist all students, with an emphasis on Running Start students, in the development of academic and career goals, course selection and the development of individualized educational plans.
- Advise students concerning college admissions requirements, college transfer and professional/technical programs.
- Collaborate with appropriate college departments and staff to coordinate and implement admission, testing, orientation and registration of Running Start students.
- Assist with the maintenance of Running Start student files, track, report and follow-up on Running Start students and Running Start activities.
- During summer quarter, assist with the intake, advising and registration of new students to Wenatchee Valley College.
- Assist in the monthly preparation of enrollment report and newsletter that goes to all participating schools.

#### Outreach and Events

- Assist with periodic outreach visits and presentations/orientations at WVC Running Start feeder schools.
- Act as a liaison for Wenatchee Valley College, with high school personnel, students and parents regarding information on the Running Start program, including admission requirements, policies and procedures.
- Assist with the development of brochures, flyers, newsletters, PowerPoint presentations, workshops and events.
- Communicate and work respectfully and effectively with people from diverse backgrounds.
- Assist with activities to measure the effectiveness of outreach and orientation.
- Serve on college committees and assist with representation at community educational and outreach events.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in education, student development, psychology, human relations or related field.
- Experience working with high school students.
- Highly motivated, flexible, self-starter.
- Strong organizational and problem-solving abilities.
- Ability to multi-task.
- Strong oral, written and interpersonal communication skills.
- Proficiency in word processing, spreadsheet, PowerPoint and desktop publishing programs.
- Ability to develop and implement plans; and work collaboratively within a team environment.

**DESIRABLE QUALIFICATIONS:**

- Master's degree or equivalent.
- Two years experience in academic advising and educational planning in higher education.
- Knowledge of articulation and transfer agreements between community colleges and four-year institutions.
- Demonstrated experience with Running Start programs.
- Experience with computers and a variety of software applications.
- Demonstrated experience with database systems, including the Washington community colleges Student Management system HP3000.
- Bilingual in Spanish and English.

**SALARY AND BENEFITS:**

Salary: \$39,700 annually. Full benefits, including retirement plan, vacation and sick leave, medical and dental coverage, life insurance and long-term disability insurance.

**APPLICATION PROCEDURE:*****Applicants must submit all of the following:***

- A written statement which summarizes how your education, training and experience demonstrate your ability to perform the minimum and desired qualifications.
- A complete WVC application for employment (available on our web site or in the human resource office).
- A current resume which includes dates of employment.
- Unofficial transcripts of all postsecondary education (official transcripts are required upon hire).
- Four names of current professional references qualified to assess your work-related experience and your ability to perform the duties specified. Please include references' addresses and telephone numbers.

***It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you.***

***Application information may be requested from:***

**Wenatchee Valley College  
Human Resource Department  
1300 Fifth Street  
Wenatchee, WA 98801  
(509) 682-6440  
TDD (509) 682-6837/ (509) 682-6853  
Email: [jobs@wvc.edu](mailto:jobs@wvc.edu)  
Web site: [www.wvc.edu](http://www.wvc.edu)**

**SELECTION PROCEDURE:**

A screening committee will review only complete applications. Priority consideration will be given to complete application materials received in the Wenatchee Valley College Human Resources Office by **November 19, 2009**. Consideration after that date is dependent on the applicant pool and is not guaranteed. Incomplete or faxed application packets will not be considered.

Assistance will be made available in the application and pre-employment screening process for applicants with disabilities that request such assistance in advance.

**CONDITION OF EMPLOYMENT:**

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to appointment, the successful candidate must pass a criminal history background check.