## VACANCY

at

**RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635**

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Student Success Coordinator</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>TBD</td>
</tr>
<tr>
<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE:</td>
<td>Student Success Coordinator C TBD</td>
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### Essential Duties

Under the direction of the Director of Student Support Services, the Academic Coordinator works cooperatively with Rust faculty and staff and performs the following:

- Responsible for maintaining a reliable framework to provide academic strategies and tutorial assistance for degree, diploma, and certificate curriculums.

- Oversee and manage the peer/student tutor program. Duties include recruiting, training, and supervising qualified student tutors, maintaining accurate records, providing workshops and seminars to build academic skills.

- Assign tutors with students according to the student's needs.

- Oversee the maintenance of complete and accurate records of the tutorial program, (i.e., required institutional records such as time sheets and payroll records, and records of service to students such as the service log.)

- Monitor performance checks from faculty and staff to determine and evaluate each student's progress.

- Manage the evaluation processes of tutors and students being tutored.

- Provide information to students regarding the tutorial program.

- Work collaboratively with the SSS Student Development Coordinator to offer student success initiatives (workshop planning and implementation, facilitating leadership, etc.)

- Maintain academic support materials and other resources to ensure student success.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Serve as a tutor specialist, as needed.

- Serve on appropriate college committees as requested.

- Participate in professional development activities designed to enhance job skills and knowledge, as agreed upon by the employee and supervisor.

- Interact with students, the public, the community, and co-workers in a cooperative, courteous and professional manner.
- Comply with the college’s policies and procedures as outlined in the Faculty and Staff Policy Manual.
- Work collaboratively with campus wide student success initiatives.
- Perform related duties and responsibilities, as assigned by supervisor.

**QUALIFICATIONS:** The applicant must have a Bachelor’s degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky work related materials to remote sites while working alone. The applicant must possess a valid driver's license.

**SPECIAL INFORMATION:** The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
careers@rustcollege.edu

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<thead>
<tr>
<th>CLOSING DATE FOR RECEIPT OF APPLICATION:</th>
<th>POSTING DATE:</th>
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<tbody>
<tr>
<td>Open until a qualified applicant is found</td>
<td>March 5, 2021</td>
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Rust College is an equal opportunity\affirmative action employer.