



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Success Coach Project SHELL

Position Title: Success Coach (Project SHELL)
Contract Term: 12 month
Accountable To: Project SHELL Director
Salary: \$34,234 - \$37,169

Summary of Position: This position is responsible for career advancement and navigation including: career interest surveys, career services, participant tracking, parent/family advising, assessment, reporting and the administration of pre and post assessment and obtaining relevant data and reporting of information. Position will coordinate career activities for the project, including the academics and summer camp activities.

JOB CHARACTERISTICS:

Personal Contacts: Requires frequent/daily contact with the public that will require skilled application of appropriate oral communication and human relation techniques.

Supervision Received: Project SHELL Director on a regular basis.

Essential Functions: Position requires ability to communicate effectively, have excellent organizational skills and provide leadership.

RESPONSIBILITIES:

- Networking and communication with individuals, other colleagues and the public.
- Maintaining and working with confidential records/files for project participants.
- Proficient computer skills in current software applications that include MS Office and collective data systems.
- Organizing and scheduling participant pre and post assessments and job skills training.
- Entering data into a database for statistical information.
- Providing case management and support to individuals.
- Providing individuals with support services and/or referrals to other resources when appropriate.
- Teach career awareness, financial literacy and career readiness to students/parents/families.
- Monitoring progress of individuals.
- Assisting individuals in developing living skills for self-sufficiency.
- Assist participants in making various career decisions.
- Fosters mutually beneficial relationships with outside agencies, partner programs and training institutions.



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- Ensures compliance with all requirements and processes for handling participant data.
- Serve as an important member of the project team.
- Participates in recruitment and outreach activities.
- Attend all scheduled college functions and meetings as required.
- Duties will occasionally require exposure to travel and exposure to training sites that can impose a risk of injury.
- Perform other duties as assigned by supervisor.

JOB REQUIREMENTS:

Knowledge:

- Knowledgeable to the body of standardized rules, regulations and procedures as required by ND Job Service.
- Knowledgeable regarding statement employment offices, veteran's programs, and private and government sponsored social service agencies.
- Knowledge of federal, state and tribal laws regarding students, records, privacy and admissions.
- Knowledge of TMCC policy and procedure and mission statement.

Skills:

- Demonstrated strong interpersonal, verbal communication and writing skills.
- Communicates effectively orally and in writing.

Abilities:

- Must be organized, reliable, logical and rational under pressure; highly accurate in maintenance of records; maintain high level of confidentiality; follow verbal and written instructions; establish effective working relationships.
- Able to work in a fast-paced and deadline-driven work environment.
- Possess strong networking and communication abilities for working with students, school and college staff/faculty and community partners.
- Must be team oriented, yet possess the ability to work independently.
- Deals tactfully and courteously with the public.
- Position will occasionally require long periods of sitting and working on the computer and other office paperwork.
- Ability to infrequently lift and/or carry up to 20 lbs.
- Observes work hours and demonstrates punctuality.
- Willingness and ability to work flexible hours to accommodate the needs of the program.



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EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate Degree required.
- 3 years' work experience working with low income individuals in the areas of academic goals, job placement and/or career assessment.
- Current ND driver's license required.

Preferred Qualifications:

- Bachelor's Degree in Education or related field.
- Experience in secondary education, specifically in the area of classroom experience and instruction.