



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 GOAL

Position Title: Success Coach – Project GOAL
Contract Term: Ends 7/31/2021
Accountable To: Project GOAL Director
Salary: \$16.92 - \$18.37/hr

Summary of Program: Project GOAL (Gaining Opportunities through Academic Leadership) is a Native Youth Community Project grant. Project GOAL provides opportunities for culturally-relevant learning that will prepare youth with the knowledge and skills to improve their educational achievement and assist their readiness to pursue college and/or careers.

Summary of Position: This position will coordinate focused activities to improve student academic scores, ACT scores, college readiness, and become aware of potential career opportunities and related educational requirements.

JOB CHARACTERISTICS:

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

Supervision Received: Project GOAL 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.
- Collecting and entering data for grant reporting.
- 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.



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- 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.
- 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 scheduled GOAL school events as necessary; may include work hours after 4pm and on weekends.
- 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.
- Knowledge of college scholarship and financial aid process, and college success and attendance process.
- 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.
- Self-motivated, ability to independently follow activities through to completion with minimal direction

Abilities:

- Must be organized, reliable, logical and rational under pressure; highly accurate in the maintenance of records; maintain a 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.



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- 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.
- The 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.

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.
- Experience working in secondary education, specifically in the area of student classroom experience and instruction.

Preferred Qualifications:

- Bachelor's degree in Education or related field.