



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 – Accessing Choices in Education (ACE)

Position Title: ACE Success Coach
Contract Term: 12 month contract
Accountable To: ACE Director
Salary: \$41,059 - \$44,579

Summary of Program: ACE (Accessing Choices in Education) is a Native Youth Community Project grant. ACE 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 (e.g., financial aid, career fairs, cultural activities, etc.,) and become aware of potential career opportunities and related educational requirements for the participating students.

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: ACE Director on a regular basis.

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

RESPONSIBILITIES:

- Assist the Director in ensuring all aspects of the ACE Project are properly implemented.
- Assist in planning, implementing, and monitoring activities of the project.
- Maintain records as required by the funding agency and TMCC to document project activities.
- Prepare monthly reports for the Director and TMCC Administration.
- Serve as the staff member focused on retention of the students through a system of working with the Early Alert staff, the Registrar's office, Financial Aid office, instructors, tutors, and other on-campus partners to identify student challenges, needs, and opportunities to coordinate effective support services.
- Provide support services and referrals to other resources as appropriate.
- Provide training to staff, parents, and students.
- Conduct financial literacy training and linkage with other on and off campus financial literacy training and support resources.



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 – Accessing Choices in Education (ACE)

- Coordinate financial aid for students (work with Financial Aid office to ensure students are receiving full measure of aid and any challenges, needs, or opportunities are addressed in a timely manner).
- Perform other duties as assigned by supervisor.

JOB REQUIREMENTS:

Knowledge:

- Knowledgeable to the body of standardized rules, regulations, and procedures as required by RUReady.nd.gov.
- 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.
- 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.



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 – Accessing Choices in Education (ACE)

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, Business Administration or Management related field.