



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
East Broad Campus

Created on: 1/7/2025
Revised on: 9/29/2025

Job Title	Salary Schedule	Grade	Job No.
Success Coach (Workforce Development)	E3	04	AD9860
Reports To	FLSA Status	Grant Funded	Tenured
Dean of Workforce Development	Non Exempt	Yes	No

JOB SUMMARY: The Success Coach (Workforce Development) provides guidance and support to students pursuing Career and Technical Education (CTE) programs, helping them navigate academic pathways, financial aid, and work-based learning opportunities. This role involves advising, recruitment, and collaboration with faculty, staff, and industry partners to enhance student retention and success. The Success Coach also engages in outreach efforts, ensures seamless transitions for prospective students, and monitors student progress to promote career readiness and postsecondary placement.

QUALIFICATIONS:

- ◆ Associate's degree from an approved U.S. Department of Education accredited institution **required**
- ◆ Bachelor's degree *preferred*
- ◆ Fifteen (15) semester hours in an area of career technical education *preferred*
- ◆ Three (3) years of experience in recruiting, instruction, curriculum, dual enrollment, counseling, career coaching or administration at the K-12 level or higher education *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of CTE programs and curriculum
- ◆ Must have valid unexpired Driver License
- ◆ Must have strong interpersonal skills and be able to communicate effectively both orally and in writing
- ◆ Must be proficient with standard computer programs and administrative software such as the Microsoft Office suite
- ◆ Knowledge of Alabama Community College System and Gadsden State Community College policies and procedures
- ◆ Knowledge of Gadsden State Community College degrees and certificate programs
- ◆ Must be able to work flexible, nonstandard hours

DUTIES:

- ◆ Increase the percent of High Priority students personally and successfully guided into a career pathway (How many at risk students were served in the program vs. total at risk students identified)
- ◆ Increase the percent of students enrolled in Career & Technical Education programs (Students served that enroll in CTE programs/Total students served)

- ◆ Increase the percent of 10th, 11th and 12th grade students enrolled in a Work-Based Learning Opportunities (Percent of students served that enroll in a WBL program)
- ◆ Achieve 95% or greater of students served who complete and submit a financial aid application
- ◆ Increase the percent of students placed in postsecondary education by the end of the 2nd quarter immediately following their high school graduation
- ◆ Provides advising to current and potential CTE programs students; integrating best practices to support increased retention and graduation rates, including credit momentum and connection to campus resources and opportunities
- ◆ Assist students with problem solving/college related issues such as encumbrances, tuition issues, computer accounts, registration, etc.
- ◆ Collaborates and communicates with prospective students to provide a seamless transition into CTE programs
- ◆ Conducts program information sessions on multiple campuses. Creates group advising modules that teach an in-depth understanding of curricular options and course planning
- ◆ Works with students to prevent/resolve academic transfer credit issues.
- ◆ Strengthens relationships with strategic college partners such as admissions, student services, financial aid, and other institutions
- ◆ Performs clerical functions, including but not limited to: Coordinating content and assembly of information/application packets; Dual enrollment: Reinstatement requests; and other areas as assigned by the program directors, division chairs, and/or Dean of Career & Technical Education.
- ◆ Works with Directors to prepare reports for regulatory agencies as needed
- ◆ Maintains a photo and biography on the College website, and engages in online advising, social media, videos and online tutorials” thus, a clean, well-kept professional appearance/dress code is expected
- ◆ Monitors and evaluates students’ educational progress by conducting academic progress audits as directed
- ◆ Establish and maintain effective working relationships with area schools and programs
- ◆ Recruit prospective CTE students by, but not limited to the following; making school visits and attending day/night and weekend college fairs, career days, community events and working with veteran organizations
- ◆ Assist prospective CTE students, both in person and at a distance, in the application and enrollment process
- ◆ Respond to inquiries from prospective CTE students using, but not limited to, social media, telephone and e-mail inquiries
- ◆ Perform other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily sedentary work with frequent standing, walking, and occasional bending or reaching
- ◆ Manual Dexterity: Regular use of computers, telephones, and office equipment
- ◆ Lifting: Ability to lift and carry materials weighing up to 15 pounds
- ◆ Communication: Strong verbal and written communication skills required for advising, presentations, and outreach

Work Environment:

- ◆ Setting: Office environment with frequent travel to schools, community events, and multiple campus locations
- ◆ Travel: Regular travel required for recruitment events, school visits, and industry outreach. A valid driver's license is necessary
- ◆ Schedule: Standard work hours with flexibility for evening and weekend events as needed
- ◆ Interaction: Frequent engagement with students, faculty, staff, high school personnel, and community organizations

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date