

TITLE: Student Support Specialist
DEPARTMENT/DIVISION: NASNTI
REPORTS TO: NASNTI Director
CLASSIFICATION: Professional Staff, Full-Time
SALARY RANGE: \$37,500 - \$39,500, based on education and experience

POSITION SUMMARY

The Student Success Specialist will lead the development and piloting of a new system for holistic student development to include Seminars, Talking Circles, and online modules/videos to support skills development. The Student Success Specialist will also coordinate efforts to increase institutional capacity to support online students with disabilities.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Under the general direction/supervision of the NASNTI Director, the Student Support Specialist works as part of a team environment to ensure grant objectives are met in a timely manner.
- The main responsibilities of this position are to lead the development and pilot of the suite of student development services/resources and will oversee efforts to build capacity to support online students with disabilities.
- Handles confidential student information with tact and discretion.
- Student information is defined as demographic, assessment scores, grades, classroom misconduct, and other personal information that may be shared in confidence.
- Collaborate with the SSC Student Disability Services Coordinator to coordinate campus-wide faculty/staff training on strategies for supporting online students with disabilities provided by a contractual professional development leader.
- Oversee the NASNTI Access Lab.
- Oversee the Student Ready Education App and all SSC NASNTI social media.
- Collaborate with SSC student services staff and tribal/community partners to develop seminars, Talking Circles, and online modules/videos to support student success and skills development.
- Train SSC Staff on new student support and skills development resources.

- Oversee pilots of the new student support and skills development resources.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES:

- Must be able to assist in data collection and analysis.
- Some overnight and weekend travel is required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **Knowledge:** Bachelor's in education, psychology, marketing, or related field; master's preferred. Minimum 2 years' experience providing student services, community college experience preferred. Familiarity with disability services, and experience facilitating workshops, seminars, and/or Talking Circles. Ability to work collaboratively as a member of a team. Experience coordinating professional development and excellent communication skills. Experience serving Native American, at-risk, and/or low-income students or background similar to SSC students, preferred.
- **Skills:** Create, manipulate, and utilize spreadsheets, word processing programs, and publishing programs. Both verbal and written communication skills are essential.
- **Abilities:** Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, timely coordination of resources, and the ability to present to small or large groups.

Review of applications will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to the successful completion of a background check.

To apply, please attach a letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references to the Human Resources Office. *For best consideration, please submit application materials by 4 p.m., Friday, September 8, 2023.*

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

or

Email all documents to:
[**HR@sscok.edu**](mailto:HR@sscok.edu)

*SSC in an EEO employer committed to multicultural diversity.
 SSC participates in E-verify.*

Posted August 17, 2023