

Student Support Specialist

Unlimited, Full-time

(MAPE, Academic Professional 1)



Posting Date: July 29, 2021

RESPONSIBILITIES:

The Student Support Specialist provides support for the retention of Native American students and other underrepresented and nontraditional students for completion of career program courses, degrees, and certificates. The position will work proactively with faculty and others to engage students who may benefit from student supportive services. The position will also work with the Student Services department and others to support student retention, make contacts with students identified in early alert process, and assist students with referrals to other campus or community resources. Additionally, the Student Support Specialist will work with outreach/distant learners and on-campus students to assist with the admissions process, advise and register students, and provide follow-up retention support regarding academic or attendance concerns. Some travel is required.

MINIMUM QUALIFICATIONS:

- Two years of professional or paraprofessional experience working with American Indian students and/or other underrepresented populations, or an equivalent combination of education and experience.
- Proficient computer skills.
- Ability to collect data, assess needs, and maintain records in order to assure program goals and budgets are documented.
- Knowledge of local area services that are beneficial to students in need.
- Effective written and oral communication and presentation skills.
- Experience with, and ability to work with diverse populations, including Native Americans.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in American Indian Studies, Social Work, Education, or related field.
- Experience reviewing, evaluating, and making improvements based on results.
- Proficient in Microsoft Office, specifically Word and Excel.
- Experience with student advisement.
- Experience working in higher education.

SUPERVISOR: Dean of Student Services

ANTICIPATED START DATE: September 6, 2021; negotiable

APPLICATION PROCEDURE:

To be considered for the position, you must apply online at [PeopleAdmin](#) and attach the following:

- 1) A cover letter outlining how you meet the minimum qualifications of the position, and
- 2) CV or resume

Official transcripts will be required of hired applicant, if applicable. Paper applications/resumes will not be considered.

Questions about the position may be directed to Jeff Tibbetts, Title III Director, at (218) 879-0832 or jtibbetts@fdltcc.edu.

DEADLINE TO APPLY: Position will remain open until filled; priority will be given to applicants who apply by Wednesday, August 11, 2021.

Notice: In accordance with Minnesota State's Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minn State's vehicle use criteria and consent to a Motor Vehicle Records check.

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