CNM>

CENTRAL NEW MEXICO COMMUNITY COLLEGE

JOB ANNOUNCEMENT

JOB NUMBER: _____
JOB GROUP: <u>30</u>
EXEMPT: _X_ **NON EXEMPT:**
POSTING DATES:

MONTOYA, RIO RANCHO, SOUTH VALLEY, AND WESTSIDE CAMPUSES
Assistance Centers for Education

POSITION: Limited Term Full time Achievement Coach in CNM Connect (Grant funded position through December 31, 2011 or until such time as funding for the grant is discontinued, whichever date comes first. Any extension is dependent upon continued funding and performance to grant objectives). (Three positions)

PAY RATE: $40,217 (yearly salary will be pro-rated from approval date through December 31, 2011)

DUTIES & RESPONSIBILITIES: Plans, coordinates and implements programs designed to improve student retention and success; identifies academic and support service needs for students; coaches students to appropriate solutions; maintains data collection/computerized database system relating to student success topics/projects; prepares reports; provides information on college policies, procedures, and activities, including, but not limited to: financial aid, scholarships, enrollment, registration, orientation, testing, academic advisement and career services, special services, dual credit, transfer processes and other student services and academic affairs services and processes; provides information on resources outside CNM including public benefits, tax preparation and asset building strategies; may supervise work study students and peer mentors; provides training and workshops for faculty, staff and students; collaborates with other departments, divisions and community agencies; supports Academic Affairs processes that promote student retention and graduation; works with specific college initiatives that support students from enrollment through graduation including, but not limited to: multiple enrollments process, participation in appropriate AQIP teams, implementation of first year experience strategies, CNM Connect teams and processes; performs related duties as assigned.

MINIMUM REQUIREMENTS: Master's degree and two (2) years progressive and directly related experience or equivalent combination of education and/or experience. Experience working with culturally diverse and socio-economically disadvantaged populations. Working knowledge of students needs and intervention strategies. Ability to work effectively with students, staff and faculty in a team environment. Effective oral and written communication skills with diverse audiences, including group presentations.

PREFERENCES: Experience in a post-secondary setting preferred (both 2 year and 4 year experience desirable). Experience with coaching techniques and tools. Experience with databases used to track interventions, , written reports. Proficiency with Word, Access, Excel, PowerPoint, and Banner.

WORK SCHEDULE: An exempt position requiring a minimum of 40 hours a week with a varying schedule according to departmental needs. Position may require traveling to multiple campuses.

DATE OF EMPLOYMENT: Upon approval.

REQUESTED APPLICATION DOCUMENTS: Completed employment application, resume, letter of interest stating specifically how applicant meets job requirements and preferences, and a copy of transcripts. If applicant cannot obtain transcripts by the posting deadline, this must be noted in the letter of interest (cover letter). To apply via the Internet, the address is: ***www.cnm.edu***

Please submit all requested documents to CNM Human Resources by 5 p.m. on the application deadline. Application can be made on line by accessing our homepage on the Internet at via internet the www.cnm.edu/hr. The CNM Human Resources Office is located at the Main Campus in the "A" building on the northwest corner of Coal Avenue and Buena Vista Drive; the mailing address is 525 Buena Vista Dr. SE, Albuquerque, NM 87106; (505) 224-4600; Fax: (505) 224-4611.

CNM IS AN EQUAL OPPORTUNITY EMPLOYER
ADA REQUIREMENTS ARE ON FILE AT HUMAN RESOURCES
We welcome applications from candidates who bring diverse cultural, ethnic
and nation perspectives to their creative work and teaching