



## **JOB DESCRIPTION- ACADEMIC RESOURCE CENTER ACADEMIC COACH**

### **General Description/Primary Purpose:**

To work with the Academic Resource Center in providing academic, career, and personal counseling services to all students, following the Oklahoma State Regents for Higher Education guidelines. The position reports to the Dean of Learning and Student Success.

**Classification:** Part-Time Staff, Non-Exempt

**Salary:** Commensurate with qualifications, education and experience.

**Appointment:** 12-month appointment, renewable annually.

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions that offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **General Job Functions:**

1. Maintain effective service, support, and counseling relationships with diverse clientele.
2. Maintain a professional and ethical relationship with students.
3. Provide the professional support necessary to meet the goals and objectives of the Program.
4. Provide personal, academic, career, transfer, and financial aid counseling for students.
5. Maintain accurate, up-to-date files on the activities and progress as assigned.
6. Establish working relationships with college faculty and staff for the purpose of referrals and gaining and disseminating needed information concerning students.
7. Maintain confidentiality of participant records.
8. Assist with compiling and maintaining records and data necessary for the completion of periodic program progress reports.
9. Counsel and advise students in their personal and academic endeavors.
10. Work with individuals, groups, and committees, which may include other college staff.
11. Provide support in a flexible working environment.
12. Work effectively in a culturally diverse workplace and serve students from a variety of racial and cultural backgrounds.

13. Exhibit proactive attitudes and actions.
14. Accept other responsibilities related to the delivery of Program services as they become necessary.
15. Serve on various standing committees.
16. Participate in professional state and regional organizations (e.g. Oklahoma Division of Student Assistance Programs, Southwest Association of Student Assistance Programs, Oklahoma Association of Academic Advisors, etc.)
17. All other duties as assigned.
18. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
19. Complete all training assigned by the human resources department.

### **Other Ergonomic Requirements:**

Performance of job functions related to the Academic Resource Center Academic Coach requires some amount of stooping, reaching to high shelves, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

Generally, weekdays (Monday through Friday) hours will be 8:00 a.m. to 5:00 p.m. Work hours may be adjusted to meet the needs of students.

### **Qualification Standards**

1. **Minimum Educational Qualifications:** Associate's degree. Bachelor's degree is preferred.
2. **Minimum Experience:** 1 year of academic counseling experience.
3. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and to showing professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. Complete Background Check Consent Form on MSC Website.

**Submit Application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
MSCemployment@mscok.edu

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.