

**MURRAY STATE COLLEGE**  
**Tishomingo, OK 73460**

Job Description

**Academic Coaching/Career Service Coordinator**

**General Description/Primary Purpose:** Academic Coaches collaborate with College Students and help them develop and achieve academic and career goals by helping them cultivate good study habits, prepare for exams, and evaluate student progress academically. This position will also focus on coordinating career services for students.

**Classification:** Full-Time

**Salary:** Salary commensurate with qualifications, education, and experience.  
Full fringe benefits are included as part of the salary package.

**Appointment:** 12 Months

**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, Murray State College's service area is comprised of small towns with low cost of living and numerous natural attractions which 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.

**Description of Duties and Tasks:**

**Essential Job Functions:**

1. Meet with assigned students on a weekly schedule.
2. Provide career planning services to students using effective communication techniques with various modes of technology, to encourage and guide students to define and develop realistic goals.
3. Develops, updates, and implements career development activities that support programs with support career exploration for current and future MSC students.

4. Engages students in career planning assessments, assists students in developing a career plan, provides mock interview support and training to build a resume, complete an application for employment, and search for a job and interview.
5. Engage with assigned students holding them accountable for their academic responsibilities.
6. Teach and promote time management skills to students through prioritizing class work and campus calendar.
7. Demonstrate how to properly use technology to complete coursework.
8. Reinforce the importance of study habits and being organized.
9. Facilitate active learning by encouraging the student to become an independent learner.
10. Helping students identify strengths and weaknesses.
11. Assisting students with setting their academic and career goals.
12. Developing student habits and other skills to ensure their success.
13. Analyzing data and tracking assigned students' progress toward goals.
14. Provide guidance to students by suggesting applicable tools for study or alternative resources if needed.
15. Communicate with Retention Coordinator when student is struggling.
16. Train faculty on best practices of academic coaching.
17. Assess, collect data, and report effectiveness of academic coaching each semester.
18. Provide an Academic Coaching schedule to assigned students, the Library, and Student Success Center.
19. Administer expectation and conduct training to part-time academic coaches.
20. Establish and regulate schedules for part-time academic coaches.
21. 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.

**Required Knowledge, Skills, and Abilities:**

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

1. Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
2. Excellent oral and written communication skills required. Communicate clearly and effectively to students, administrators, faculty, and other employees.
3. Maintain ability to respect confidentiality.
4. Must have a desire to help students succeed.
5. Willingness to collaborate and build rapport with students.
6. Strong problem solving and analytical skills.
7. Familiarity with college student resources.
8. Passionate belief in Murray State College's mission and an unwavering belief that all students, regardless of demographics, can achieve at the highest academic levels, as well as the Scholars for Excellence program.
9. Ability to counsel students and help them stay in school until degree attainment; and/or return to school to finish a degree already started
10. Before or upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed, you need to provide a copy of your certificate to the Office of Human Resources. If you would like, you can scan a copy and email it to [humanresources@mscok.edu](mailto:humanresources@mscok.edu).
11. 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.

### **Hours:**

Generally, weekday (Monday through Friday) hours and evenings will vary to achieve 40 hours per week. Sunday evenings may also be included when needed. Hours may change from semester to semester depending on student schedules and need.

## **Qualification Standards:**

1. **Minimum Educational Qualifications:** Bachelor's degree and/or other combination of Associate's degree and experience required. Valid Driver's License required.
2. **Preferred Experience:** Experience in college advisement, or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
3. **Professionalism:** Members of the Murray State College staff are expected to show 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. Résumé
3. Three (3) letters of employment recommendation or college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

## **Submit the application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 111  
Tishomingo, OK 73460  
humanresources@mscok.edu

**Application Deadline:** Review of applications will begin immediately and continue until filled. MSC participates in E-Verify.

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/  
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.