



POSITION ANNOUNCEMENT

Position: Academic Coach - Part-time 9 months (to be re-evaluated on annual basis)

Job Description:

Southwest Mississippi Community College has an opening for an Academic Coach. Under the supervision of the Student Academic Support Center Director, the Academic Coach position is a role focused on retention management, outreach, and intervention. The role will also work in coordination with the Student Learning and Advisement to ensure students receive comprehensive academic guidance. This position will monitor student's grades and progress to help with retention. This position will be responsible for keeping track of data on all academically coached students reporting the information to administration.

Duties and Responsibilities - Include but are not limited to:

- Under the Student Academic Support Center Director, manage and administer all aspects of the student support activity related to academic coaching, tutoring, and student support.
- Assisting and guiding students in retention and completion efforts
- Work with students in exploring and defining academic goals and developing time management/study skills.
- Regularly track the progress of assigned advisees and intervene and refer them to appropriate help, if needed.
- Participate in training related to academic coaching, and meeting of the needs of students who are struggling academically.
- This job description is not intended to be all-inclusive and the employee will also perform other reasonably related duties as assigned.

Qualifications:

Preferred: Master's degree in Education or related field and at least three (3) years' experience in advising and working with underrepresented students, preferably with a background similar to the target population.

Required: Bachelor's degree in Education, Counseling or related field and at least three (3) years' experience in advising and working with underrepresented students, preferably with a background similar to the target population.

Contact: Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Fax: 601-276-4331 Email: hr@smcc.edu
<https://www.smcc.edu/wp-content/uploads/SMCC-STAFF-EMPLOYMENT-APPLICATION-MARCH-2026.pdf>

Application Deadline: Thursday, September 3, 2026 by 1 PM. Failure to include requested application information will preclude applicant from consideration of position.

Nondiscrimination Statement:

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.