



## VACANCY POSTING NOTICE – May 17, 2024

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**Official Title of Position:** Student Support Specialist II-Workforce Solutions Success Coach  
**Department:** Workforce Solutions  
**Annual Salary:** \$37,944 – 12-month contract (Grant Position-funded through 5/31/2026)  
**Work Location:** On-Site

### **Job Location:**

Henderson Community College serves credit, dual credit, adult education, and workforce development students in a three-county region of Northwest Kentucky. The college also serves several counties in Southwest Indiana by offering in-state tuition. Henderson is one of 16 colleges in the Kentucky Community and Technical College System (KCTCS). The college and its faculty and staff are focused on student and community development and success. HCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

### **Position Duties/Responsibilities:**

- Serves as the lead advisor and student/employer recruiter for MAINTech (Multi-skilled Advanced Industrial Maintenance Training); assists program participants with navigating the advanced manufacturing pathways.
- Will organize and conduct community and industry outreach sessions promoting the need for multi-skilled technicians throughout HCC's service area.
- Aides the Workforce Solutions department in the design, development, marketing, and delivery of business & industry training as it relates to MAINTech and related workforce development needs of HCC's service area.
- Provides wrap-around services to students by operating in a case management/high touch "culture of care" service role focused on retention management, outreach, intervention, and employment success;
- Will maintain appropriate documentation and concise notes of participant and partner interactions, referrals, resources, and interventions as relating to student/employer supports and grant activity documentation.
- Occasional travel within our service area to our business & industry and community partners is required.
- Other job duties as assigned.

### **Position Requirements:**

- Bachelor's degree (Education with focus on Counseling or Student Affairs, or related field), and two years related experience, or equivalent.
- Experience working with students or adults from diverse backgrounds including underprepared, low-income, and underrepresented populations.
- Knowledge of manufacturing preferred.
- Excellent interpersonal, writing, and customer service skills.
- Ability to plan, organize and implement events and day-to-day operations/duties.
- Demonstrates and facilitates team spirit in department and community.

**Application Deadline: Open until filled; will begin reviewing applications on June 3, 2024.**

**To Apply:** Please visit our website to make application online:

<https://careers.kctcs.edu/Henderson>

**In addition, please upload a letter of interest, resume and transcripts.**

Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

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KCTCS offers an attractive work environment that supports excellence, innovation and creativity. This position is a full-time, term-contraction is a full-time, term-contract position, with the expectancy of continuance based on performance. KY law requires state and national pre-employment background checks as a condition of employment.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of; race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit-based factor.

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