



VACANCY POSTING NOTICE – June 5, 2025

Title: Student Support Specialist II / Ready-to-Work Coordinator

Salary Range: \$19.45 hourly

Contract Term Length: 12 Months

Standard Hours: 24.0 - Part-time

Work Location: On-Site

FLSA Status: Non-Exempt

College: Henderson Community College

Department: Student Affairs

Job Summary

Oversee placement and work and learn sites for ready-to-work students. Monitor students' academic progress. Collaborate with state agencies to monitor student participation. Ensure compliance with state rules and regulations.

Job Duties:

- * Oversees placement and work/learn sites for ready-to-work students.
- * Works closely with Human Resources and Payroll.
- * Provides general guidance to students who need help navigating HCC/RTW resources such as academic support services, mentoring and career counseling programs, mental and physical health care services, and financial management services.
- * Collaborates with state agencies to monitor student participation and progress while in the program..
- * Creates and distributes communications to targeted student audiences under general supervision.
- * Other duties as assigned.

Minimum Qualifications:

- * Bachelor's degree or equivalent experience - two to four years of related work experience.
- * Able to work independently and in a team environment.
- * Professional, Dependable, Self-Starter, and Positive, to promote and support the workplace culture at HCC.

Preferred Qualifications:

- * Organized and experienced with students.
- * Ability to communicate and help students set achievable goals.
- * Administrative experience.

Application Deadline: Open Until Filled; we will begin reviewing applicants on June 11, 2025.

*Employee Rights - [Employee Polygraph Protection Act](#)
Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.*
