



**STUDENT SUCCESS COACH  
BC3 @ ARMSTRONG, BC3 @ CRANBERRY, AND MAIN CAMPUS  
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Student Success Coach. This is a regular full-time position that will begin immediately. Work hours and days may vary based on need. Evening hours may be required based on student need.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. Our BC3 @ Cranberry site is located in Cranberry Township, PA. Our BC3 @ Armstrong site is located in Ford City, PA. BC3 employs approximately 1,250 full- and part-time employees. BC3 has 55 career and transfer programs, with unique programs such as Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training. The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape. BC3 was named the #1 community college in Pennsylvania by Schools.com for the second consecutive ranking. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

Reporting to the Coordinator of Access and Disability Resources, the Student Success Coach will work to oversee and support the disability service, tutoring and retention programs at BC3 @ Cranberry and BC3 @ Armstrong and to support the programs at the college's Main Campus in Butler. This includes providing accommodations and support services to students with disabilities in credit and non-credit programs; assisting and supporting BC3's staff and faculty with the day-to-day delivery of tutoring and disabilities services to students at both campus locations; and overseeing on site staffs of tutors and academic aides. In addition, the Student Success Coach will work with a caseload of students to proactively connect students with resources, to communicate important deadlines and resources, and to use coaching strategies to encourage student success. Evening hours may be required as needed. Bachelor's degree from an accredited institution required. Master's degree in Counseling, Adult Education, Student Personnel, Higher Education, Social Work, Psychology, or related field preferred. Strong organizational and interpersonal skills required. Must possess and maintain a valid driver's license. Working knowledge of disabled student services preferred. Working knowledge of tutoring programs and/or experience as a tutor or instructor preferred. Experience in academic coaching or retention support programs preferred. Experience in Student Affairs/ Disability Services/ Tutoring Programming in a community college environment preferred. Demonstrated proficiency in Microsoft Office products (primarily Word, Excel and Outlook) and familiarity with accessibility technologies preferred. Strong understanding of college student development and transition theories, and experience working with academically underprepared students preferred.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants [currently](#) employed by Butler County Community College must authorize in [writing](#)

that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger  
Interim Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.