



# Turtle Mountain Community College

10145 BIA Road 7  
P.O Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
[www.tm.edu](http://www.tm.edu)

## Success Coach – TM Accessing Choices in Education (ACE)

**Position Title:** ACE Success Coach  
**Contract Term:** 12-month contract – ends 9/30/2025  
**Accountable To:** ACE Director  
**Salary:** \$44,408 - \$47,780

**Summary of Program:** The Turtle Mountain Accessing Choices in Education (TM ACE) Program is a Demonstration Grant for Indian Children where the ACE grants must expand educational choice by enabling the grantee and its Tribal partners to select a project focus that meets the needs of their students. TM ACE Program provides opportunities for culturally-relevant learning that will prepare high school students with the knowledge and skills to improve their educational achievement and assist their readiness to pursue college and/or careers.

**Summary of Position:** This position will coordinate focused activities to improve student academic scores, ACT scores, college readiness (i.e. financial aid, career fairs, cultural activities, etc.) and become aware of potential career opportunities for the participating students. Must be able to work a flexible schedule when needed for grant programming.

### **JOB CHARACTERISTICS:**

**Personal Contacts:** This position requires regular contact with the TM ACE Program Director, college and high school staff, and program students and parents. Dealing tactfully and courteously with all encountered.

**Supervision Received:** ACE Director on a regular basis.

**Essential Functions:** Position requires ability to communicate effectively, have excellent organizational skills and provide leadership.

### **RESPONSIBILITIES:**

- Assist the Director in ensuring all aspects of the TM ACE Project are properly implemented.
- Assist in planning, implementing, and monitoring activities of the project.
- Maintains, organizes, and submits necessary program documents and materials as required by the funding agency and TMC to document project activities.
- Focused on retention of students through a system of working with school and college grant partners, teachers, parents, and other off-campus partners to identify student challenges, needs, and opportunities to coordinate effective support services.
- Coordinate assessments and student progress activities as needed. Including collecting student data to verify student grades, participation, and progress.
- Participates in recruitment and outreach activities for the program. Including, as needed, presentations and public speaking.
- Regularly visit schools to maintain relationships with partners and program coordinating.
- Encourage and maintain healthy professional relationships between student/parents, program staff, program partners, college departments, partner schools, and the community to ensure project success.
- Provide ongoing support for all contracted program staff.
- Provide support services and referrals to other resources as appropriate.



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- Perform other duties as assigned by supervisor.

### **JOB REQUIREMENTS:**

#### **Knowledge:**

- Knowledge of high school college and career readiness standards. Willing to seek and research online learning tools to understand and assist student's readiness to pursue college and/or careers.
- Knowledge of federal, state and tribal laws regarding students, records, privacy, and admissions.
- Knowledge of TMCC policy and procedure, and mission statement.

#### **Skills:**

- Demonstrated strong interpersonal, verbal communication and writing skills.
- Self-motivated, ability to independently follow activities through to completion with minimal direction.
- Competent computer skills in MS Office (Word, PowerPoint, Excel)

#### **Abilities:**

- Must be organized, reliable, logical and rational under pressure; highly accurate in the maintenance of records; maintain a high level of confidentiality; follow verbal and written instructions; establish effective working relationships.
- Possess strong networking and communication abilities for working with students, school and college staff/faculty and community partners.
- Must be team oriented, yet possess the ability to work independently.
- Deals tactfully and courteously with grant partners and general public.
- The position may require long periods of sitting and working on the computer and other office paperwork.
- Ability to infrequently lift and/or carry up to 20 lbs.
- Observes work hours and demonstrates punctuality.
- Willingness and ability to work flexible hours to accommodate the needs of the program.

### **EDUCATION AND EXPERIENCE:**

#### **Minimum Qualifications:**

- Associate degree required.
- 1-year work experience working with low-income individuals in the areas of academic goals, job placement and/or career assessment.
- Experience working directly with students in a K-12 school setting.
- Must have a valid ND driver's license.

#### **Preferred Qualifications:**

- Bachelor's degree in Education, Social Work or related field.
- 2-year work experience working with low-income individuals in the areas of academic goals, job placement and/or career assessment.
- 2-years of experience working directly with students in a K-12 school setting.