



## Job Description Form

Division/Department	Student Services
Job Title	Director of Campus Life, Engagement, and Coaching
Reports to	Dean of Student Success

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time Permanent (12 month) <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary
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Revision Date 2026

### INTRODUCTION TO MTCC

#### Location

MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

#### The College

Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our recently-launched [Vision 2025 Plan](#), we established a new mission statement that emphasizes our role to promote **workforce development**, as well as our new set of College Value statements which guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

**Institutional Goals**—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: **Access**—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: **Retention and Progression**—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: **Quality**—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.
- Goal 4: **Success**-- We will increase opportunities for student success and transitions to further education or employment.

### GENERAL RESPONSIBILITIES

Provides leadership for student engagement, onboarding, coaching, and coaching initiatives that support student connection, persistence, and success. Oversees campus life programming, student leadership development, new student engagement and recruitment activities, and onboarding strategies.

### SPECIFIC RESPONSIBILITIES

#### Campus Life & Belonging

- Oversee campus events, engagement programming, and belonging initiatives.
- Serve as Lead Advisor to SGA and oversee student leadership development.
- Oversee campus clubs and student organizations.

#### Orientation & Tours

- Assist and help lead New Student Orientation.
- Oversee onboarding processes.
- Organize campus tours and train tour leaders.

#### Recruitment & Prospects

- Support outreach and recruitment.
- Ensure follow-up with prospective students.

#### Coaching Oversight

- Supervise part-time Success Coaches.
- Ensure quality onboarding and coaching strategies.

#### Events & Programming

- Support graduation, awards, and campus events.
- Coordinate engagement and outreach activities on and off campus.

**\*\*Other Duties as Assigned\*\***

### **QUALIFICATIONS**

Required: Bachelor's Degree

Preferred: Master's Degree, higher education experience, leadership experience