

POSITION DESCRIPTION

JOB TITLE: STUDENT SUPPORT SERVICES (SSS) ACADEMIC COORDINATOR (AC) – CASSVILLE

DEPARTMENT: STUDENT SUPPORT SERVICES – CASSVILLE

DIVISION: ACADEMIC AFFAIRS

SALARY: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: STUDENT SUPPORT SERVICES DIRECTOR – CASSVILLE

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM

DATE OF LATEST REVIEW/REVISIONS: 3/27/2023

Position Summary

The Academic Coordinator (AC) is a full-time position fully funded by a federal TRIO grant. The AC works to ensure that advising needs of all SSS participants at the Cassville Instructional Site are met. The AC provides academic, career, social/personal, financial, and transfer advising for SSS participants. The AC serves as a liaison to Student Services, Financial Aid, Admissions, Coordinator for the Student Accessibility Office, individual faculty, and other offices, as needed. The AC reports directly to the SSS Cassville Director.

Essential Job Duties

- Provide academic, career, social/personal, financial, and transfer advising to individuals and groups of SSS project participants;
- Assist with identification of eligible participants and work closely with other SSS staff to recruit participants from the college student population;
- Develop workshop material and present workshops for SSS participants on topics such as: career exploration, study skills, resume writing, budgeting, etc.;
- Ability to perform recruitment presentations and effectively communicate orally;
- Document SSS participant progress and maintain consistent contact between participants and SSS staff;
- Create marketing materials (flyers, brochures, etc.) for use on campus and social media;
- Compose articles for student spotlights highlighting graduates, etc.;
- Determine, administer and interpret appropriate diagnostic assessment measures to SSS participants;
- Conduct career exploration workshops for SSS participants and coordinate these services with other campus advisors/personnel;
- Provide information and assistance to SSS participants regarding transfer to four-year institutions;
- Coordinate SSS participant tutoring activities;
- Plan (which includes arranging college sponsored transportation), encourage attendance, and chaperone SSS cultural enrichment activities and college visits;
- Assist SSS participants in searching to meet their full financial needs, including aid in filing the FAFSA, scholarship searches, and location of community resources;
- Monitor mid-term academic progress and advise SSS participants on options to improve low grades;
- Develop SSS participants' general communication/job interviewing skills which includes assistance with the development of résumés and cover letters;
- Work with the Coordinator for Student Accessibility Office to identify and address the needs of SSS students;
- Work with SSS staff to maintain a high profile among faculty and the campus at large; and
- Fulfill any other duties requested by the Director which job-related circumstances may demand.
- Maintain a high level of confidentiality within FERPA and HIPPA guidelines.

Required Knowledge, Skills & Abilities

- Bachelor's degree in higher education, social work, education or related field.

- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- Must possess valid driver's license and driving record must not adversely affect college insurance.

Preferred Knowledge Skills & Abilities

- Master's Degree in higher education, social work, education or related field.
- Demonstrates experience working with college students and disadvantaged populations.
- Professional or personal experiences in overcoming barriers similar to those confronting Project Participants.
- Demonstrates Effective Student "Coaching", specifically in the areas of guiding Participants with goal setting, time management, self-advocacy, and study skills.
- Knowledge of academic advising and college, career, financial aid and economic literacy activities and related services for low income and potential first-generation college students.

Information Technology Abilities

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use e-mail.
- Ability to perform basic student database (Jenzabar) functions.
- Ability to perform basic word processing using MS Word, basic spreadsheet functions using MS Excel, and basic database functions using MS Access.

Positions Supervised

- SSS Project Tutors, if applicable.

Working Environment

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- Must be able to travel several days a week as well as an occasional overnight trip.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate businesslike apparel are required.

Physical

- Sedentary office administration work involving sitting part of the time, also involves mobility within the office, campus, and external locations.
- Other activities require lifting up to 50 pounds, moving materials from one place to another.
- Input, access and distribute information-using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions.

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