

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, grant-funded 100% SSS	<b>Title</b>	STUDENT SUPPORT SERVICES ACADEMIC COORDINATOR – Cassville Instructional Site
<b>Revised:</b> 9/30/2016	<b>Department</b>	STUDENT SUPPORT SERVICES
<b>Level:</b> Professional	<b>IPEDS</b>	OTHER PROFESSIONAL
<b>FLSA:</b> Exempt – As currently defined by DOL/FLSA	<b>Reports to</b>	SSS DIRECTOR – Cassville

**POSITION SUMMARY**

Ensure that advising needs of all SSS participants at the Cassville Instructional Site are met. Provide academic, career, social/personal, financial, and transfer advising for Student Support Services participants. Serve as liaison to Student Services, Division Chairs, Career Assessment, Financial Aid, Admissions, Disabilities Coordinator, and individual faculty.

**MAJOR FUNCTIONS**

1. Provide academic, career, social/personal, financial, and transfer advising to individuals and groups of SSS project participants;
2. Assist with identification and placement of eligible participants;
3. Provide workshops for SSS participants on topics such as: study skills, resume writing, budgeting;
4. Determine, administer and interpret appropriate diagnostic assessment measures to SSS participants;
5. Conduct career exploration workshops for SSS participants and coordinate these services with other campus advisors/personnel;
6. Provide information and assistance to SSS participants regarding transfer to four-year institutions;
7. Coordinate SSS participant tutoring activities;
8. Plan (which includes arranging college sponsored transportation), encourage attendance, and chaperone SSS cultural enrichment activities and college visits;
9. Assist SSS participants in searching to meet their full financial needs, including aid in filing the FAFSA, scholarship searches, and location of community resources;
10. Work closely with other SSS staff to recruit participants from the college student population;
11. Monitor mid-term academic progress and advise SSS participants on options to improve low grades;
12. Work with Director to implement and coordinate the Early Academic Alert System;
13. Develop SSS participants' general communication/job interviewing skills which includes assistance with the development of résumés and cover letters;
14. Work with the Disabilities Coordinator to identify and address the needs of disabled SSS students;
15. Work with Director to document SSS participant progress and maintain consistent contact between participants and SSS staff;
16. Work with SSS staff to maintain a high profile among faculty and the campus at large; and
17. Fulfill any other duties requested by the Director which job-related circumstances may demand.

**KNOWLEDGE/ CRITICAL SKILLS/EXPERTISE/CREDENTIALS**

1. Bachelor's degree required in education, guidance and counseling or related field. Master's preferred.

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

#### **EQUIPMENT/SOFTWARE**

Operate standard office computers and software.

#### **POSITIONS SUPERVISED**

Student Tutors

#### **WORKING CONDITIONS**

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. Must be able to travel several days a week as well as an occasional overnight trip.
4. 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.
5. A neat appearance and appropriate businesslike apparel are required.

#### **PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, 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.

#### **CREATIVE AND ANALYTICAL SKILLS**

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

#### **LANGUAGE/COMMUNICATIONS SKILLS**

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.

