

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, grant-funded	<b>Title</b>	STUDENT SUPPORT SERVICES ACADEMIC COORDINATOR
<b>Revised:</b> 09/14/18	<b>Department</b>	STUDENT SUPPORT SERVICES
<b>Level:</b> Professional	<b>IPEDS</b>	OTHER PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b>	SSS PROJECT DIRECTOR

**POSITION SUMMARY**

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

**MAJOR FUNCTIONS**

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

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's degree required in education, guidance and counseling or related field. Master's degree preferred.
2. Demonstrated experience working with college students and disadvantaged populations.
3. Excellent communication and interpersonal skills.
4. Ability to plan, organize, and implement responsibilities effectively.

5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
6. Information Technology Abilities required:
  - 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 word processing using MS Word.
  - Ability to perform basic spreadsheet functions using MS Excel.

<b>EQUIPMENT/SOFTWARE</b>
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Operate standard office computers and software.

<b>POSITIONS SUPERVISED</b>
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None

<b>WORKING CONDITIONS</b>
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1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; occasionally outdoors part of the time while engaging in student activities.
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.

<b>PHYSICAL DEMANDS</b>
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1. Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. Other activities require occasional lifting up to 20 pounds, moving materials from one place to another, participating in activities with students.
4. 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.

<b>CREATIVE AND ANALYTICAL SKILLS</b>
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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.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.