

POSITION DESCRIPTION

JOB TITLE: STUDENT SUPPORT SERVICES ACADEMIC COORDINATOR - NEVADA

DEPARTMENT: STUDENT SUPPORT SERVICES - NEVADA

DIVISION: ACADEMIC AFFAIRS

SALARY: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: STUDENT SUPPORT SERVICES DIRECTOR - NEVADA

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/11 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM

DATE OF LATEST REVIEW/REVISIONS: MARCH 10, 2020

Position Summary

The Academic Coordinator (AC) is a full-time 11-month position fully funded by a federal Student Support Services grant. The AC works to ensure that advising needs of participants are met, while serving as a liaison to Student Services, Faculty, Disabilities Coordinator, and other offices, as needed. The Academic Coordinator reports directly to the SSS Nevada Director.

Essential Job Duties

- Provide academic, career, social/personal, financial, and transfer advising to individuals and groups of SSS project participants;
- Assists with identification and placement of eligible participants;
- Provide workshops for SSS participants on topics such as: study skills, resume writing, budgeting, 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 participants tutoring activities;
- Encourage attendance, plan 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;
- Work closely with other SSS staff to recruit participants from the college student population;
- Monitor mid-term academic progress and advise SSS participants on options to improve low grades;
- Work with Director to implement and coordinate the Early Academic Alert System;
- Assign/oversee computer generated study programs for SSS participants;
- Develop SSS participants' general communication/job interviewing skills;
- Work with the Disabilities Coordinator to identify and address the needs of disabled SSS students;
- Work with the Director to document SSS participant progress and maintain consistent contact between participants and SSS staff;
- 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.

Required Knowledge, Skills & Abilities

- Bachelor's Degree

Preferred Knowledge Skills & Abilities

- Master's Degree in higher education, social work, education or related fields.
- Minimum of two (2) years of appropriate and relevant professional experience working in a TRIO federal program or similar related program/project for disadvantaged and at-risk college students.

- Experience coordinating and supervising programming and field experiences.
- Experience advising and assisting Participants with the transfer to four-year university/college admissions and financial aid process.
- 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.
- Ability to effectively maintain a caseload of Project Participants and provide them with services and activities as indicated on their Individual Service Plans
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

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
- Ability to perform basic spreadsheet functions using MS Excel
- Ability to perform basic database functions using MS Access

Positions Supervised

- None

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 will be required from time to time.
- 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 business like 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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