

## Specialist, SI & Bridge Recruiter/Advisor

**FLSA Status:** Exempt

**Pay Grade:** 14

**Job Title ID:** 120502

**Job Series/Job Family:** Student Support & Success Series / Student Recruitment & Success Family

### Reports To

Supervisor, SI & Bridge

### Job Purpose

To select, mentor, train and evaluate the work of, Supplemental Instruction (SI) leaders; advise ACC students as necessary; recommend bridge and supplemental instruction sections; and perform tasks to help maintain and develop the Bridge and SI programs district-wide.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Creates internal Bridge and SI marketing materials and updates the SI blackboard template.
2. Recruits, recommends for hire, observes and mentors the hourly SI leaders.
3. Assists Conducts ongoing training sessions. in conjunction with SI/Bridge staff.
4. Identifies high risk courses and makes recommendations for SI courses and securing instructional resources for SI.
5. Recommends revisions pertaining to the development of training materials for program, compiles data, prepares reports and evaluations.
6. Makes group presentations to student and faculty groups.
7. Provides academic advising to student SI leaders and students completing SI or Bridge sessions.
8. Assists the SI/Bridge Supervisor in planning and preparation of Bridge/SI sessions using a wide variety of the identified strategies.
9. Assists and provides instruction to SI leaders on how to create session handouts and flyers; and gives final approval on handouts to be used in credit sections.
10. Serves as a primary liaison with departmental administrators and faculty members, addresses questions from the faculty. Facilitates communication between faculty and SI leaders, as needed.
11. Determines appropriate times and scheduling of Bridge and SI sessions and makes and confirms arrangements for facilities for SI/Bridge sessions.
12. Models appropriate professional attitudes and behaviors to SI staff, students and others on and off campus.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Higher education processes, college learning and study skills, and collaborative learning.
- Presentation processes.
- Office procedures and practices.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### ***Required***

- Establishing and maintaining effective working relationships as a mentor.
- Entering data, compiling reports, create training materials, and perform other program support duties.
- Maintaining an established work schedule, which may include evenings and weekends.
- Effectively using interpersonal, public speaking, and communication skills, utilizing tact and diplomacy.
- Effectively using organizational and planning skills.
- Working collaboratively, as well as independently.
- Interacting with persons of diverse backgrounds.
- Maintaining confidentiality of work related information and materials.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency at an intermediate level using standard office software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is normally conducted in office environments.

### **Work Experience**

#### ***Required***

- Two years related work experience that would result in the required level of knowledge and skills for performing the duties of this position including, student recruiting, advising, Supplemental Instruction programs, and successful interaction with potential students.
- Experience teaching and/or experience in student services.

### **Education**

#### ***Required***

- Bachelor's degree.

### **Licenses/Certifications**

#### ***Required***

- Valid Texas driver's license.

### **Other**

#### ***Required***

- Reliable transportation for ACC District travel.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.