

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. Recruits, recommends for hire, observes and mentors the hourly SI leaders.
2. Assists Conducts ongoing training sessions. in conjunction with SI/Bridge staff.
3. Identifies high risk courses and makes recommendations for SI courses and securing instructional resources for SI.
4. Recommends revisions pertaining to the development of training materials for program, compiles data, prepares reports and evaluations.
5. Makes group presentations to student and faculty groups.
6. Creates internal Bridge and SI marketing materials and updates the SI blackboard template.
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

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

- Maintaining an established work schedule, which may include evenings and weekends.
- Establishing and maintaining effective working relationships as a mentor.
- Entering data, compiling reports, create training materials, and perform other program support duties.
- 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.