

Coordinator, Student Services Special Projects

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 121509

Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean, Student Services

Job Purpose

To provide planning, implementation, and coordination services for student services based special projects and events.

Description of Duties and Tasks

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

Required

1. Plans, coordinates, and implements information sessions for prospective and current students, and parents. Presents overviews of ACC student services support resources for student success. Coordinates parent-involvement programs and activities.
2. Conducts outreach activities and serves as communication liaison for special initiatives and programs, such as the Veteran's Initiative or other outreach/student success effort.
3. Establishes and maintains an active role on the local high school campus, and within the community, for outreach efforts for prospective students. Develops and maintains community partners to support and provide program resources.
4. Assists in developing marketing and communication program materials.
5. Monitors, tracks, compiles, and analyzes data for reports, including student success rates, and other student related data.
6. Advises students; explains degree plans, admission and registration procedures; provides assessment and financial aid information, and other enrollment requirements.
7. Plans special events, coordinates details, makes arrangements, and oversees events through completion. Supports College Connection efforts.

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

- Event planning and follow-through.
- Effective recruitment and retention methodologies.
- College admission, registration, and financial aid procedures.
- Parent involvement in activities and programs.
- Community-based organizations, support agencies, services, and resources.
- Higher education student support services.

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.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Supervising and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency 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 routinely performed in office environments

Education

Required

- Bachelor's degree.

Other

Preferred

- Knowledge of ACC Administrative Rules, Policies and Procedures, Advising manual, and/or Admissions and Student Services Updates Documents.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.