Coordinator, Integrated Planning and Advising Services

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 121511
Job Series/Job Family: Student Support & Success Series / Campus Deans of Student Services Family

Reports To

Dean, Student Services

Job Purpose

To implement the Degree Map/Integrated Planning & Advising Services (IPAS), an electronic tool, to enhance and streamline academic advising to include course selection, course registration, tracking of student progress, and recommending support service. The purpose of IPAS is to improve student academic decision-making as well as provide institutional strategies to help students stay on track to degree attainment.

Description of Duties and Tasks

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

Required

1. Coordinates the Integrated Planning and Advising Services (IPAS) grant to implement all activities associated with the Degree Map/IPAS, including project launch, reporting, outreach, staff training, data collection and evaluation.
2. Manage professional development training and orientation of faculty, advisors, and counselors to ensure college-wide adoption and support of Degree Map/IPAS.
3. Collaborates with Degree Map/IPAS providers and related college-wide stakeholders, creates, designs, and implements new training programs; serves as facilitator and instructor for workshops and seminars for faculty, staff, and students.
4. Leads and directs the continued implementation; works with IT and Degree Map developer to troubleshoot; evaluates effectiveness, gathers feedback from end users (students, faculty, and staff), and collaborates closely among departments to ensure success of the project during its initial phases.
5. Implements the Degree Map/IPAS project, addressing issues in a timely fashion.
6. Provides periodic updates on implementation progress to the college community, including faculty, staff, and administration.
7. Produces written information to students, staff, faculty and administration about the project.
8. Collects, organizes, and reports all information in compliance with the IPAS grant requirements including periodic project and budget reports.
9. Serve as a contributing member of the ACC Student Services team.

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 organization and processes.
- Understanding of applicable student success strategies.
- Knowledge of grant coordination.

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

- Excellent communication, written and verbal, and interpersonal skills, including skill in persuading others.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Effective leadership and ethics techniques, including Servant-Leadership principles.
- Demonstrated expertise in project planning, development, implementation and analysis.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively working with a diverse and multicultural student body.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 40 pounds.
- Work is routinely performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, and manual dexterity.

Work Experience

Required

- Two years related work experience.

Preferred

- Experience in project management to include training and/or teaching.
- Understanding of student development theory in a higher education setting.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in related field.

Other

Required

- Reliable transportation for local Austin area travel.
- Valid Texas Driver's License.

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.