

## Coordinator, First Year Services

**FLSA Status:** Non-Exempt

**Pay Grade:** 13

**Job Title ID:** 123012

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

### **Reports To**

Supervisor, Student Life

### **Job Purpose**

To coordinate the Texas Grants (TG) First Year Experience (FYE) Grant for the Office of Student Life. This is a grant funded position for 2.5 years.

### **Description of Duties and Tasks**

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

#### ***Required***

1. Coordinates the First Year Experience (FYE) Grant by organizing, developing and implementing marketing, recruitment, placement, and assessment.
2. Collects, organizes, and reports all information in compliance with grant mandates.
3. Meets regularly with Supervisor and Director to evaluate and plan grant activities.
4. Assists in negotiating, reviewing, and updating contracts and agreements with community partners. Meets with key partnership personnel, provides annual statistics and reports, assists with logistical changes, and improvements to programs. May include managing a program budget and purchasing books, supplies, and testing materials.
5. Evaluates and maintains records such as test scores and statistics, class contact hours, attendance, instructor comments, and class grades. Assists with student intake, orientations, tracking and other events that pertain to the promotion and recruitment of students.
6. Provides assistance to students, staff, instructors, and ACC and partner agencies with issues arising in the classroom and provides solutions with measurable outcomes.
7. Collaborates with ACC and community partners, to ensure smooth functioning of the program.
8. Recruits, assists with hiring process, and orients, hourly employees for grant activities.
9. Monitors local, state, and national initiatives and best practices in First Year Experience programs. Attends TG meetings regarding the Grant.
10. Meets with College-wide staff and faculty to develop FYE communities, programming, to identify effective strategies, and pursue First Year support practices.

### **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***

- Student development principles, practices, and theories.
- Best practices in implementing contextualized instruction and learning communities.
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

### **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, including some weekends and evenings.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

**Computer Skills**

**Required**

- Demonstrated proficiency using standard office software applications.

**Physical Requirements**

**Required**

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

**Work Experience**

**Required**

- Two years related experience working with diverse populations in an educational setting, adult education, or college level workforce education.

**Education**

**Required**

- Bachelor's degree.

**Preferred**

- Masters degree

**Other**

**Required**

- Reliable transportation for local Austin area 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.