Specialist, College Connection ACCeleration Team

FLSA Status: Exempt
Pay Grade: 13
Job Title ID: 124002
Job Series/Job Family: Student Support & Success Series / College Connection

Reports To

College Connection ACCeleration Team Supervisor, or designee.

Job Purpose

To deliver comprehensive exemplary College Connection services to designated ACC district schools.

Description of Duties and Tasks

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

Required

1. Participates in all aspects of the College Connection Program including advising program participants, explaining degree plans, conducting admissions and registration, collecting/assessing transcripts, interpreting standardized test results, administering assessments, supporting participants in obtaining financial aid, and delivery and coordination of other services necessary for successful transition from high school to college.
2. Conducts advance planning; coordinates service delivery, meetings, and presentation logistics; creates and updates schedules, informs and updates participants; and tracks participation and outcomes.
3. Makes presentations and recruiting visits to provide information to prospective students on options and programs available.
4. Supports Student Services activities on ACC campuses, as assigned.
5. Assists in the development, production, and evaluation of support materials for College Connection students.
6. Establishes and maintains an active role in the community in order to recruit prospective students.
7. Serves as communication liaison between departments, high schools, community contacts, and meeting participants.
8. Serves on College-wide assigned committees as appropriate.

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

- College admission, financial aid, advising, and registration procedures and practices.
- Sales and marketing strategies and techniques.
- Successful customer service techniques.
- Intricacies of coordinating and delivering college/community initiatives.

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.
- Effectively using interpersonal and communication skills.
- Effectively using organizational and planning skills.
- Prioritizing and completing multiple tasks and meeting deadlines.

- Establishing and maintaining effective working relationships and demonstrated ability to work in a collaborative manner.
- Making individual and group presentations.
- 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 programs including word processing, database, spreadsheet, and presentation programs.

Physical Requirements

Required

- Extensive travel within the Austin Community College District service area.
- Occasional lifting of objects up to 50 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is normally conducted in office and educational environments.

Work Experience

Required

- One year work experience in College Connection or similar initiative related to goal achievement and overcoming barriers for targeted populations.

Preferred

- One year work experience in College Connection or similar initiative related to goal achievement and overcoming barriers for targeted populations; Experience in multiple aspects of college service delivery (admissions, financial aid, assessment, advising, and/or registration); Successful experience working on special initiatives with community representatives and leaders or high school personnel; Experience successfully coordinating and completing special projects.

Education

Required

- Bachelor's degree.

Other

Preferred

- Spanish/English bilingual skills.

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.