

Coordinator, ACC Outreach Services

FLSA Status: Exempt

Pay Grade: 16

Job Title ID: 124004

Job Series/Job Family: Student Support & Success Series / College Connection

Reports To

Executive Director, School Relations

Job Purpose

To provide pre-enrollment/recruiting services and serve as Del Valle ISD liaison.

Description of Duties and Tasks

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

Required

1. Schedules and delivers new student orientation at the school. Communicates with program participants/students, faculty, departments, high schools, ECS and or ACC office to clarify issues or concerns regarding program participation; responds to emails, phone calls, in-person visits and provides requested information; provides information to counselors for the students regarding assessment testing.
2. Develops the semester schedule for ACC courses; works with high schools and academic departments; verifies the information; and reviews the schedule for accuracy.
3. Coordinates and delivers direct ACC services to Del Valle ISD to include assessment testing, academic advising, financial aid information and assistance, campus tours, and/or training as may be necessary.
4. Establishes and maintains an active role on the high school campus in order to recruit prospective students. Creates recruitment and advising materials for Del Valle ISD high school campus.
5. Develops and delivers large and small group presentations to the Del Valle ISD community; and offers workshops to parents to promote career options and a college-going culture.
6. Assists in developing marketing and communication materials for programs offered.
7. Monitors, compiles and analyzes data for all ACC programs and incorporates information into annual reports utilizing spreadsheet and other data analysis software.
8. Conducts follow-up longitudinal studies of program participants.
9. Participates in community and advisory committee meetings.
10. Determines ACC programs/resources available to the secondary campus and executes implementation of new programs at the secondary campus based on campus needs and ACC resources, i.e., coordinates workforce presentations in CTE classes, recruits students into ACC Bridge TAKS classes, informs of possible ACC grant partnerships, etc.

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 student support services.
- Secondary education policies, curriculum, and operations.
- Data analysis and annual reporting.
- College course scheduling.

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 interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating administrative support services.
- Making individual and group presentations.
- 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

Work Experience**Required**

- Two years of experience working in a post-secondary or secondary education institution.

Preferred

- Three or more years related work experience in post-secondary or secondary education.

Education**Required**

- Bachelor's degree.

Licenses/Certifications**Required**

- Texas Driver's License.

Other**Required**

- Reliable transportation for local area travel.

Preferred

- Bilingual in Spanish.

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.