Specialist, College Connection

FLSA Status: Exempt
Pay Grade: 13
Job Title ID: 124005
Job Series/Job Family: Student Support & Success Series / College Connection

Reports To

Director, College Connection

Job Purpose

To provide support for College Connection program activities and events.

Description of Duties and Tasks

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

Required

1. Develops College Connection resources, including support materials for College Connection students.
2. Collects and analyzes data, including program activity, participation, and high school-to-college enrollment data, and creates reports.
3. Conducts research relating to successful college transitions, including college readiness and transfer.
4. Maintains and updates paper and electronic records and files, including College Connection database.
5. Builds and maintains positive relationships between public schools, ACC, and area colleges and universities.
6. Provides College Connection outreach services including advising, admissions, and assessment; collaborates with ACC Student Services staff on successful delivery of College Connection services; supports the College Connection Transfer Initiative; and staff development.

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

- Data analysis and reporting.
- Student enrollment procedures and practices.
- Successful customer service techniques.
- 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.
- Prioritizing and completing multiple tasks and meeting deadlines.
- Accurately collecting and presenting data.
- Effectively using interpersonal and communications skills including tact, discretion and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships and demonstrated ability to work in a collaborative manner.

Computer Skills

Required

- Demonstrated proficiency at an intermediate level using standard office software applications and student information and database systems, including word processing, database, spreadsheet, and presentations programs.

Physical Requirements

Required

- Occasional lifting of objects up to 25 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, manual dexterity, and speaking.
- Work is routinely performed in office environments

Work Experience

Required

- Two years of related work experience in College Connection or similar initiative related to goal achievements and overcoming barriers for targeted populations.
- More than two years related work experience in College Connection or similar initiative related to goal achievement and overcoming barriers for targeted populations. Experience with aspects of college service delivery, including admissions, financial aid, assessment, advising, and/or registration. Successful experience working on special initiatives with community representatives and leaders and/or high school personnel. Successful coordination and completion of special projects.

Education

Required

- Bachelor's degree.

Other

Required

- Reliable transportation for local area travel.

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.