

Supervisor, College Connection

FLSA Status: Exempt

Pay Grade: 16

Job Title ID: 124006

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

Reports To

Dean, Student Services

Job Purpose

To provide leadership for College Connection team and support delivery of comprehensive exemplary College Connection services to ACC district schools.

Description of Duties and Tasks

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

Required

1. Conducts advance planning; coordinates service delivery, meetings, and presentation logistics; creates and updates schedules, informs and updates participants; and tracks participation and outcomes for College Connection ACCeleration Team schools.
2. Coordinates and supports College Connection activities across ACC district schools by providing event coordination, College Connection campus-team communication, and event follow-up.
3. Supervises, trains, and evaluates College Connection team staff to ensure that employees maintain their work schedules, complete assignments and tasks, and provide satisfactory services delivery for College Connection team schools.
4. Interprets and applies college policies and procedures related to departmental functions and service delivery.
5. Participates in all aspects of the College Connection program including advising program participants, explaining degree plans, conducting admissions and registration, collecting/assessing transcripts and 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.

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 admissions, financial aid, assessment, and advising programs and procedures.
- Multicultural education programs and systems.
- Student database systems.
- Supervisory principles, practices, and methods.

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 the use of tact and diplomacy.
- Effectively using organizational and planning skills.

- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively.
- 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 50 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments and educational facilities.

Work Experience

Required

- Two years work experience in College Connection or similar initiative related to goal achievement and overcoming barriers for targeted populations, including one year supervisory experience.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in related field.

Safety

Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.