Specialist, Early College Start

FLSA Status: Exempt
Pay Grade: 14
Job Title ID: 206501
Job Series/Job Family: Workforce Education & Business Development Series / School Relations

Reports To

Director, Early College Start

Job Purpose

To provide pre-enrollment services and act as liaison relationship with assigned high schools.

Description of Duties and Tasks

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

Required

1. Coordinates and delivers on-site services promoting ECS programs at high school campus locations to include admissions, collecting transcripts, reviews assessment testing, orientation, advising, and registration.
2. Resolves concerns for program participants/students, faculty, ACC departments, and high schools; responds to emails, phone calls, and visitors, to meet student, parent, school, and faculty, and program needs.
3. Develops the semester schedule for ACC courses on high school campus; works with high schools and academic departments; verifies information; reviews the campus schedule for accuracy.
4. Serves as primary contact for ACC faculty teaching ACC restricted courses on a high school campus; provides beginning semester information for high school campus and resolves student registration issues.
5. Establishes and maintains an active role on the high school campus in order to recruit prospective students. Creates recruitment and advising materials for assigned high school campus.
6. Develops and delivers large and small group presentations to assigned high schools, including student/parent information nights or ECS training
7. Serves on high school, college, and community committees, as assigned.

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 support services
- Educational institutions" programs and functions

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 evenings and weekends.
- 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 related work experience to include one year of academic advising in a higher education setting.

Preferred
- Two years related work experience in higher education, to include one year in academic advising.

Education
Required
- Bachelor's degree in related field.

Licenses/Certifications
Required
- Valid Driver's License.

Other
Required
- Reliable transportation to travel frequently within ACC service area.

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.