

Specialist, Early College High School

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 206502

Job Series/Job Family: Workforce Education & Business Development Series / School Relations

Reports To

Executive Director, Early College High School

Job Purpose

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

Description of Duties and Tasks

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

Required

1. Develops, coordinates, and evaluates the ACC Early College High School services on the assigned high school campuses. Trains high school personnel in ACC and ECHS policies and procedures.
2. Coordinates and delivers on-site services promoting ECHS programs at assigned high school campuses locations to include admissions, collecting transcripts, reviews assessment testing, orientation, advising, and registration.
3. 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.
4. Develops the semester schedule for ACC courses on assigned high school campuses; works with the high schools and academic departments; verifies information; reviews the campus schedule for accuracy.
5. Serves as primary contact for ACC and high school faculty teaching ACC courses on the assigned high school campuses; provides beginning semester information for assigned high school campuses and resolves student registration issues.
6. Establishes and maintains an active role on the assigned high school campuses in order to recruit prospective students. Creates recruitment and advising materials for assigned high school campuses.
7. Develops and delivers large and small group presentations to assigned high schools, including student/parent information nights.
8. Makes school and community presentations, as assigned.
9. Serves as primary liaison to assigned high school communities and feeder middle schools.
10. Serves on high school, college, and 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

- Educational institutions programs and functions.
- Professional presentation practices and techniques.

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.
- Maintaining confidentiality of work related information and materials.
- Making individual and group presentations.
- Establishing and maintaining effective working relationships.
- Maintaining confidentiality of work related information and materials.

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.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Licenses/Certifications

Required

- Valid Driver's License.

Other

Required

- Reliable transportation to travel frequently within ACC service area.