

Academic Coordinator for TRIO Student Support Services

(Salary range for the position be listed as \$52,000-\$58,000)

Job Title: Academic Coordinator

Department: Student Support Services

Effective Date: Open until filled

Job Summary:

The Academic Coordinator will assist in managing the SSS Academic Component; planning and implementing special focus project workshops and/or seminars (study skills, counseling/advising, financial counseling); monitoring the progress of participants, and establishing SSS learning communities of study groups. This is a full-time, 12-month position with some evenings required until 8 p.m. (certain times during the academic year flex scheduling is permitted).

Duties/Responsibilities:

- Recruit, identify and select the required number of verified program participants.
- Assess students' interests, needs, and goals and develop meaningful curriculum and services to meet the needs of program participants.
- Provide students with information about educational opportunities, financial aid/literacy, career exploration, motivation, and self-awareness through workshops, individual counseling, and classroom presentations.
- Facilitate completion of applications for post-secondary education, summer academic enrichment camps, financial aid, scholarships, etc.
- Plan, organize and co-supervise student field trips, college visits, and cultural activities.
- With guidance and supervision, implement mentoring (with college students and/or alumni), tutoring, re-entry, parent outreach, and/or after school programming, advise/pre-enroll students for upcoming semesters as well as schedule regular counseling/advising sessions on an ongoing basis.
- Provide peer mentoring for program participants.
- Collaborate with Upward Bound to facilitate partnership with SSS in transitioning students entering Paul Quinn College.
- Participate in SSS staff meetings, team development sessions, campus faculty/staff meetings, and relevant committees; facilitate proactive communication among program staff.
- Maintain progress towards successful accomplishment of program objectives.
- Document and record students' need for service, their potential for post-secondary education, and verification of their status as a U.S. citizen or permanent resident, income, and first-generation status.
- Maintain timely and accurate records including contact logs, case notes (include academic deficiencies), and files (to include individualized Success Plans).
- Assist the Director with supervising student workers, mentors, and tutors.
- Provide information and referrals to program participants regarding community resources.
- Maintain liaison with professionals in the communities, mentors, and campus faculty/staff personnel.
- Establish and maintain relationships with post-secondary admissions personnel, TRiO professionals, TRiO alumni, and financial aid officers.

Skills/Abilities:

- Excellent verbal and written communication skills. Must be able to effectively communicate in a professional, diplomatic, empathetic, and tactful manner.

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- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Highly motivated team player with ability to develop and maintain collaborative relationships.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work successfully in a multi-cultural environment and has experience working with diverse student populations.
- Knowledge of laws and regulations related to higher education.
- Proficient with Microsoft Office Suite or related software.

Required Education and Experience:

- Minimum of two years' experience managing Student Service programs.
- Bachelor's degree in education, counseling, or related field required (Master's degree preferred).
- Relationship Management – able to personally provide a high level of interactive service to others, building relationships and addressing identified needs.
- Team Orientation & Interpersonal – highly motivated team player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Adaptability to Change – able to be flexible and supportive, able to assimilate change positively and proactively in rapid growth environment.
- Organization & Time Management – able to plan, schedule, and organize tasks related to the job to achieve goals within or ahead of established time frames.
- Ability to work successfully in a multi-cultural environment and has experience working with diverse student populations.
- Knowledge of laws and regulations related to higher education student affairs processes, policies, online education, and engagement.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

Application Procedure:

Interested candidates must submit the following application packet:

1. Cover Letter
2. PQC Application
3. Resume
4. 3 professional references

Please submit your application packet to Paul Quinn College Human Resources at: humanresources@pqc.edu