

Student Support Specialist (Grant FT)
Community College of Allegheny County

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Downloaded On: Dec. 14, 2019 8:56am

Posted Aug. 26, 2019, set to expire Dec. 21, 2019

Job Title	Student Support Specialist (Grant FT)
Department	Perkins Career & Tech Ed Grant
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Aug. 26, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
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Job Description

Student Support Specialist (Grant FT)

Position Title: Student Support Specialist (Grant FT)

Department: Perkins Career & Tech Ed Grant

Campus: North Campus

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than October 25, 2019. The College cannot guarantee that application materials received after this date will be considered or reviewed. Continued employment is contingent on sufficient future funding. This grant may be renewed.

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Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts.

Work Hours (for hourly positions): Monday - Friday 8:30 to 4:30.

Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: Admin 10 - \$35,765

Job Category: Administrators

Employment Type: Grant Funded Full-Time

Job Slot: G635

Job Open Date: 8/23/2019

Job Close Date: General Summary: Provide students enrolled in career programs of study with academic information. Maintain contact with assigned Career Program students and refer to other offices when appropriate.

Requirements: Bachelor's degree and a minimum of two years direct experience with students in a post-secondary education institution. Must have strong written and oral communication skills and organization skills.

Duties:

1. Consult with faculty, counselors, staff and administration in the development, implementation and evaluation of appropriate services and programs designed to address student needs.
2. Coordinate with campuses to develop and provide academic assistance for students.
3. Keep accurate records and statistical data.
4. Prepare and submit reports, as requested.
5. Work with students enrolled in career program codes to provide academic support and assistance, including program planning, information giving and assistance completing forms.
6. Coordinate Early Intervention system for career program students.

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7. Monitor career program students from first semester at CCAC through graduation and initiate intervention when needed.
8. Act as a liaison with Career Services, Counseling, Financial Aid, Supportive Services, Advisement and the Learning Center for career program students.
9. Maintain record of Career Program student contacts using Perkins database and assist in developing tracking mechanisms.
10. Provide facilitated study, workshops, support and/or other academic assistance to appropriate career program student groups.
11. Market services to Career Program students through classroom presentations, mailings and other means of communications.
12. Ability to travel to campuses, college centers and off campus locations may be necessary.
13. Perform other duties as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available

[url=https://apptrkr.com/get_redirect.php?id=1588788&targetURL=https://ccac.csod.com/ats/careersite/search]

To view the full job posting and apply for this position, go to:

[url=<https://apptrkr.com/1588788>][url=<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=489&site=3>]

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Perkins Career & Tech Ed Grant
Community College of Allegheny County