

Assistant Project Coordinator Student Access - Grant Erie Community College

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Posted Jul. 24, 2024, set to expire Dec. 7, 2024

Job Title	Assistant Project Coordinator Student Access - Grant
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Assistant-Project-Coordinator-Student-Access---Grant_J0002146

Apply By Email

Job Description

DISTINGUISHING FEATURES OF THE CLASS:

This work involves assisting in the coordination, planning and development of one or more areas of student services and special programs including but not limited to academic and student support services, mentoring programs, student activities, Middle College, and other student success and retention initiatives like Men of Merit and the Say Yes Summer Success Academy. The incumbent, under the direction of a higher ranking administrator will collaborate effectively with Academic Departments, Student Affairs, Enrollment Management, and other administrative offices. Supervision may be exercised over a small staff. Does related work as required.

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TYPICAL WORK ACTIVITIES:

- Assists in the coordination, planning and development of student services and special programs;
- Assists with the development of processes for intake, recordkeeping, and tracking of student use of support services for data collection and assessment;
- Assists in the collection, analysis, and evaluation of data and surveys for student services and special programs, and uses assessment to inform practice;
- Coordinates with Admissions and Registration to ensure specific student cohorts are properly coded and enrolled in the appropriate courses;
- Works to implement support services such as tutoring, mentoring, and workshops designed to improve the retention and graduation of special student populations;
- Assists with the development of a yearly calendar to include critical dates and activities to support effective and consistent operations, as well as to ensure that reporting and assessment are completed at the appropriate times;
- Helps to prepare marketing materials, and publicizes events and activities on and off campus;
- Assists with semester and annual reports on the offices activities and achievements to share with the college community and other constituencies;
- Performs related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of educational administration and experience with program design, implementation and evaluation for continuous improvement; ability to develop and coordinate student service activities and programs and supervise others effectively; experience working with underrepresented populations preferably in a college setting and strong understanding of issues related to access and completion for underrepresented populations; strong communication skills as evidence in writing, public speaking, and delivering presentations; good organizational ability; sound professional judgement; initiative; courtesy; tact; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited two (2) year college or university with an Associate's degree and four (4) years of educational administrative experience. Experience working with individuals with disabilities, career development, employer outreach.



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SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Positions are specific to the Student Access Department working with students with disabilities to develop career and college ready skills including interpersonal communication, resume writing, job expectations, career exploration through use of VR technology to test drive career specific tasks, coordination of workshops, outreach to students and employers associated with college advisory boards.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Contact Information

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

Contact