

Latino - ESL Student Support Coordinator
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=269090>

Downloaded On: Dec. 3, 2025 6:07pm

Posted Dec. 3, 2025, set to expire Apr. 2, 2026

Job Title Latino - ESL Student Support Coordinator
Department Office Diversity & Inclusion
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Dec. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services
Multicultural Affairs/Diversity

Apply Online Here <https://apptrkr.com/6766096>

Apply By Email

Job Description

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Latino - ESL Student Support Coordinator

Position Title: Latino - ESL Student Support Coordinator

Employment Type: This is a 2-year, Grant Funded Full-Time position. This assignment is contingent upon sufficient and continued grant funding and does not guarantee future employment.

Department: Office Diversity & Inclusion

Campus

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: Allegheny Campus

Additional Information: This position will remain open until filled. However, to ensure consideration for an interview, please submit your completed application, cover letter, and resume. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option:Fully In-Person (May be subject to change)

Work Hours (for hourly positions):Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary: \$50,000

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Administrators

Job Slot: JS537

Job Open Date: 11/26/2025

Job Close Date: 12/10/2025

General Summary: Provide for and support Latino/Hispanic students with ESL needs; enhance ESL student support services, monitor the progress of students in the cohort(s) and provide support to aid in their retention and success; establish and community partnerships and outreach to best support our Latino/Hispanic students with ESL needs; and expand non-credit, community-based ESL course offerings.

Requirements:

Bachelor's degree in a related field with a minimum of two years of experience in human services serving diverse populations or economically or educationally disadvantaged populations. Applicant must possess strong interpersonal and communication skills, ability and willingness to work collaboratively. Commitment to student success and student-centered education. A valid driver's license with reliable transportation. Travel and ability to work other campus/centers, and/or other locations. Some evenings and weekends required.

In order to best serve Hispanic/Latino students and communities with English as a Second Language (ESL) needs, must be bilingual in Spanish and English.

Duties:

1. Develop a strategy to identify and recruit students to participate in the ESL student support cohort(s).
2. Plan, coordinate and facilitate individual and cohort-based strategies and activities to improve student academic success.
3. Monitor student progress by utilizing available technology and tracking systems.
4. Partner with Enrollment Services and Student Affairs, as well as relevant offices, to provide services to address student needs and expand community partnerships.
5. Develop a process to establish record-keeping mechanisms to ensure compliance with grant budgeting and reporting, to include: compiling information on program services, activities, and students; and maintaining accurate, organized, and detailed records.
6. Travel to college campuses and centers to monitor student progress and provide related programming/services.
7. Establish and maintain relationships with community partners to grow non-credit ESL course offerings at community-based sites, as well as expand community recruitment and outreach opportunities.
8. Serve on college

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committees as needed.9. Perform other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and 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, which are available [here](#).

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

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1859>

jeid-abb1043bf050e6498d660fe967b50d02

Contact Information

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

Contact

Community College of Allegheny County

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