



Assistant Director for ANC Technical Center *(Grant-Funded)*

Anticipated Opening

The Assistant Director of the ANC Technical Center reports to the Director of the Technical Center, and is responsible for student related activities and other duties as assigned. The ideal candidate should be persuasive, results-oriented, and able to work independently and as part of a team. Candidate must possess excellent communication and interpersonal skills, be willing to travel and work evenings and some weekends. The successful candidate must have excellent organizational skills, a high level of energy, and proven ability to positively engage with students.

Minimum Qualifications:

- Minimum of a Bachelor's degree is required
- Ability to communicate effectively both orally and in writing
- Must possess knowledge of basic marketing techniques
- Ability to utilize computer technology, specifically using excel for data analysis, social media to communicate with stakeholders, manage current and future online learning components and the ANC portal
- Ability to coordinate and implement campus activities, including tours, seminars and camps

Responsibilities Include:

- Reporting daily attendance, quarterly, and semester grades to public schools
- Contacts schools regarding student issues such as illness or discipline
- Manages all student records for enrollment, student contracts, permission to drive
- Establishes class rosters within data management system, assist in development of class Schedules
- Assists with new student orientation and student engagement activities
- Coordinates and conducts student testing on campus (WorkKeys, Accuplacer)
- Assists in planning TOPS regional skills competition and manages students' SkillsUSA registration and membership
- Processes all paperwork to enroll students in CTE courses for concurrent credit
- Assists in compiling state reports for Technical Center, including Enrollment Report and Instructor and Course Verification report
- Assists in planning annual Completer event on Main Campus
- Arranges and oversees summer student events on Technical Center campus
- Assists with recruitment activities, tour, presentations, and program specific activities

Salary: Salary is determined by education and experience as defined on the Faculty Placement Schedule. A generous fringe benefits package is included.

Application Deadline: Review of applications will begin immediately and will continue until the positions are filled. Interviews may occur throughout the application period.

Application Procedure: To apply, send completed ANC employment application, letter of interest, resume, references, transcripts and certification materials to:

**Office of Human Resources
Arkansas Northeastern College
P. O. Box 1109
Blytheville, AR 72316-1109**

or email to anc-hr@smail.anc.edu. For more information call (870)762-3121.

Applicants applying for position requiring license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of
Announcement: June 14, 2018**

ANC is an affirmative action, equal opportunity employer.