

Success Navigator

Position: Position is a full-time, twelve month position. The Success Navigator reports to the Associate Vice President for Community Relations and is responsible for assisting prospective students from underserved student populations in all areas of student services as needed including, but not limited to, recruitment, admissions, student records, campus engagement, disability services, career services, advising, and helping students to connect with campus and community resources. The Success Navigator can expect to spend the majority of his/her time actively working outside an office environment in local neighborhoods and community meeting places frequented by underserved populations. S/he is responsible for assisting persons from time of recruit/interest until beyond graduation and/or program completion. Recruitment is an interactive process between the Navigator and the prospective student. The goal is to promote each student's academic, career, and personal development.

- Qualifications:**
- Minimum of 5 years successful experience in a manufacturing environment, preferably in positions of supervisory responsibility
 - Bachelor's degree preferred
 - Demonstrate ability to communicate effectively with students, parents, and third party agencies
 - Excellent organizational and interpersonal skills
 - Flexible scheduling to include daily and/or overnight travel
 - Strong oral and written communication skills
 - Demonstrate computer, office, and student relation skills
 - A positive enthusiastic personality
 - Ability to work independently as well as a member of a team
 - Demonstrate a commitment to working with diverse student populations

- Responsibilities:**
- The Navigator will oversee non-traditional outreach, recruitment and marketing strategies for under-served student populations.
 - Serve as the first point of contact for applicants and students; assist students in completing their admissions process to enable them to register for classes and workforce training programs.
 - Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the College's initiative to maximize retention of current students and enable students to finish their collegiate goals.
 - Work in conjunction with campus and Advising Center staff to sponsor/coordinate activities in support of campus community building.
 - Provide tools and resources in support of reaching milestone goals: meeting with faculty during office hours, utilizing academic advising, getting involved with extra-curricular activities, conducting early career exploration.

- Build and maintain a contact database, as well as a detailed activity log.
- Serve on various ANC committees.
- Give presentations regarding ANC programs as requested by faculty, Workforce Training, or the community.
- Maintain a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.
- Develop opportunities for students to gain real-world information and exposure to targeted career pathways.
- Advocate throughout the institution for recognizing and meeting the needs of at-risk students.
- Assist AVP as needed and performs other duties as assigned.

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

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

Application Procedures: To apply, send completed ANC application, letter of interest, resume, references, and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870)762-3121 or email anc-hr@smail.anc.edu for more information.

Applicants applying for position requiring a 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: September 11, 2017

ANC is an affirmative action, equal opportunity employer.