



## Position Announcement

**POSITION: Higher Education Institution Program Coordinator (Grade C116)  
Student Support Services (Grant-funded position)**

Position is a full-time, twelve-month position and reports to the Director of Student Support Services.

**Job Description:**

- The Program Assistant works under the supervision of the Director of Student Support Services
- Manages all pre-graduation requirements, transfer requirements, scholarship information, financial aid procedures, attending to all pertinent deadlines for all SSS participants
- Maintains computerized database of SSS participants, activities, and services
- Administers computerized educational, financial, and career assessments and generates reports to assigned coordinator
- Supervises work/study students
- Assists with planning and implementation of SSS workshops
- Assists with Education Action Plan (EAP) conferences and individual orientations as needed
- Provides office management and administrative assistance and support, ensuring college policies and procedures are adhered to properly
- Processes requests for tutors
- Organizes and maintains confidential student files, in accordance with student privacy rights
- Receives and routes incoming mail and responds to requests for information
- Assists the Project Director in monitoring and reconciling SSS budget, maintaining SSS records of budget expenditures
- Prepares and maintains inventories, purchase requisitions, trip requests, and expense statements
- Assists Project Director in preparation of performance reports
- Assists Project Director in preparing and disseminating information to participants, college administrators, faculty, and staff
- Ensures verification of documentation for part-time staff
- Assists with correspondence, including designing forms, brochures, and calendars for SSS activities and services
- Assists in determining SSS eligibility of students according to federal guidelines
- Assists coordinators in scheduling tutoring and mentoring services
- Supervises students on cultural and transfer trips which may include overnight travel
- Verifies time sheets for all part-time staff
- Performs other duties as assigned

**Knowledge, Abilities, and Skills:**

- Knowledge of general office procedures
- Knowledge of the organization and administration of various higher education academic and social programs
- Ability to function in a multi-task environment
- Ability to operate standard equipment including personal computers
- Ability to perform basic mathematical calculations
- Ability to set priorities and manage timesheet
- Ability to compose grammatically correct communications and correspondence
- Ability to provide information and assistance to students, office staff, visitors, and callers
- Ability to maintain custom-designed database and generate required reports
- Possess outstanding written and verbal communication skills
- Possess word processing skills and database skills
- Possess excellent customer service skills

**Minimum Qualifications:**

Bachelor's degree required; degree in Education or Business preferred; plus two years of experience in program administration or related area, including one year in a higher education environment. Other job-related education and/or experience may be substituted for all or part of these basic requirements. The Program Assistant must have experience in office management, data collection, and functional knowledge of administrative duties as well as organizational and interpersonal skills. QuickBooks experience is a plus.

**Application Procedures:**

Interested candidates should submit a completed ANC application form (available online at [www.anc.edu/jobs](http://www.anc.edu/jobs)) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for a 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:** January 26, 2012

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