



Early College Specialist

The position leads activities designed to serve as the transition point to bridge students from high school into early college experiences through concurrent and dual enrollment activities. This position will serve as a liaison between various college departments (Career Coaches, Admissions, Academics, Financial Aid, Business Office, and Marketing) and public schools, students and parents of high school students in Arkansas and Missouri. This position will be a twelve-month (12), full-time appointment and reports to the Director for Early College.

MINIMUM QUALIFICATIONS:

- Minimum of a Bachelor's degree is required.
- Two years minimum experience in higher education or a public school environment is required and direct student relations experience is a plus.
- Must be highly motivated and able to work successfully as a member of a team and independently with moderate direct supervision.
- Demonstrated ability to communicate effectively with students, target school leaders, third-party agencies, parents, and students.
- Must have excellent computer skills with a strong background in Word, PowerPoint, and Excel, as well as data analysis.
- Must have excellent interpersonal and organizational skills and the ability to communicate effectively orally, in writing, and in public presentation settings.

RESPONSIBILITIES:

- Works to ensure that special registration assistance is provided for Early College Program students, including timely, in person visits to area high schools to collect admission and registration materials to meet specified registration deadlines.
- Works collaboratively with ANC Student Services, Financial Aid, and other ANC departments to create seamless processes for high school students and staff.
- Updates working documents and spreadsheets to track Early College Program participants.
- Ensures that student applications, registration forms, and other forms are completed accurately and in a timely manner.
- Schedules and/or administers placement testing to determine college readiness.
- Advising for Early College Program students. Maintains advising plans and reviews degree audits for students each enrollment period.
- Follows up on Early College Program Early Alerts by communicating with students, counselors, facilitators, and ANC faculty.
- Works with ANC Business Office on all Early College Program billing.
- Attends Parent/Teacher Conferences and Open Houses at Early College Program service districts to present concurrent credit information.
- Contributes to the achievement of ANC's recruitment and retention goals by working closely with high schools to respond to their needs, collaborating with ANC Student Services, and encouraging concurrent credit students to consider attending ANC upon high school graduation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate clearly and concisely
- Ability to provide assistance in the planning and development of new programs and/or activities
- Ability to work independently, as well as with a team, to meet deadlines and accomplish tasks
- Ability to establish and maintain effective working relationships with faculty and staff at all levels
- Ability to strategically develop and implement goals and strategies for the Early College Initiatives that are aligned with the mission and vision of the college

SALARY:

Salary is determined by education and experience. A generous fringe benefits 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 PRODEDURE:

To apply, send a completed ANC employment application (located at www.anc.edu/jobs), letter of interest, resume, and transcripts/certification materials to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email to thampton@smail.anc.edu. For more information call (870)762-3121.

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. For more information, contact (870)762-3121.

**DATE OF
ANNOUNCEMENT:**

December 6, 2021

ANC is an affirmative action, equal opportunity employer