



POSITION ANNOUNCEMENT
Instructional Services Specialist

(Grant-Funded)

POSITION DESCRIPTION:

This is a full-time, grant-funded 12-month position within the Arkansas Northeastern College (ANC) Division for Allied Technologies Center. The ideal candidate should be an energetic, collaborative, and student-focused professional. This position reports directly to the Dean for Allied Technologies, with some reporting responsibilities to the Director of the Technical Center.

OVERVIEW:

The Instructional Services Specialist will be responsible for the following duties:

- 1) Creation of state-required reporting
- 2) Advising of students
- 3) Reporting student conduct
- 4) Scheduling classes for the Division for Allied Technologies
- 5) Assisting in budget preparation
- 6) Providing student tours
- 7) Collaborating with high school counselors
- 8) Serving as a substitute teacher
- 9) Providing assistance by gathering information for retention strategies with Allied Technology and Technical Center students
- 10) Working with the Dean for Allied Technologies and Director of Technical Center to coordinate information for faculty evaluations, and other duties as assigned as required within the Division for Allied Technologies.

RESPONSIBILITIES INCLUDE:

- Analyzing data and make recommendations on retention, persistence, and matriculation into post-secondary degree programs of study
- Coordinating and reporting on assessment activities of Allied Technologies faculty
- Assisting the Dean for Allied Technologies and the Director of the Tech Center in budget management
- Assisting in establishing class rosters within data management system and in development of class schedules
- Coordinating an operations schedule for the Division for Allied Technologies that includes important annual and semester dates, course information, and Tech Center activities

- Coordinating faculty evaluation information as required by the Division for Allied Technologies
- Assisting with establishing semester course schedule for the Division for Allied Technologies
- Creating and analyzing of state reporting as related to Tech Center, including:
 - Secondary Center Enrollment Report with district rosters
 - Instructor and Course Reporting Form (due each semester)
 - Annual Secondary Center Concurrent Credit and Industry Credentials Form
 - Secondary Credential Reimbursement Form
- Advising and enrolling grades 10th-12th students from participating high schools in career centered (CTE) programs of study offered at the Tech Center
- Coordinating with Student Services to process concurrent credit paperwork for Tech Center students
- Developing working relationships with local district counselors to serve as ongoing point of contact and promote Tech Center programs
- Working with Tech Center faculty to identify at-risk students to ensure student success and retention
- Maintaining and reporting student attendance, provides oversight to students arriving and departing campus to ensure safety and accountability
- Providing information and holistic student support to Tech Center students and families as required
- Assisting in planning student events on campus, including TOPS region skills competition, annual Completer event on Main Campus, student awards ceremonies, and summer camps
- Assisting with recruitment activities, tours, presentations, and program specific activities
- Working with the Allied Technologies and Tech Center team to develop ideas for achieving desired organizational culture and climate of the team
- Supporting the Division of Allied Technologies by helping matriculate Tech Center students into post-secondary programs
- Providing support as a substitute teacher for Tech Center and select college courses
- Helping develop and maintain academic calendar of events for Tech Center and the Division for Allied Technologies
- Assisting administratively in the following ways:
 - Conducting proctored student testing on campus
 - Conducting student evaluations in the Division for Allied Technologies and Tech Center courses
 - Supporting the Tech Center and Division for Allied Technologies teams by ordering office and classroom supplies as needed
 - Supporting recruitment and retention efforts of the Division for Allied Technologies by assisting with academic scheduling
- Performing other related duties as required or assigned

MINIMUM QUALIFICATIONS & DESIRED SKILLS:

- Bachelor's degree preferred in Business, Management, or related field.
- Previous experience working with high school students is preferred.
- Ability to communicate effectively both orally and in writing.
- Must have ability to utilize computer technology and Microsoft Office, specifically using Excel for data analysis, with strong attention to detail.
- Must be comfortable in digital learning environment, with using or learning to proficiently use the ANC Portal, and with using social media to communicate with stakeholders.
- Ability to plan and implement the logistics of student and campus events, including tours, seminars and camps.
- Ability to support the Division for Allied Technologies and Tech Center departmental initiatives.

SALARY:

Salary is determined by education and experience. 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 be considered for the position, interested candidates should submit all of the following: cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to thampton@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** For more information, please call (870)762-3121.

DATE OF ANNOUNCEMENT

October 27, 2021

ANC is an affirmative action, equal opportunity employer