

## Student Support Services TRIO Coordinator/Learning Specialist

East Arkansas Community College is accepting applications for the position of Student Support Services TRIO Coordinator/Learning Specialist.

### **POSITION SUMMARY**

The SSS TRIO Coordinator/Learning Specialist, working under the supervision of the Director of Student Support Services TRIO, is responsible for assisting the director with the coordination and supervision of staff and for monitoring and implementing the delivery of activities and services to project participants. This is a 12-month position and is contingent upon continued grant funding.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Applicants must have strong organizational skills, enhanced written and verbal communication skills, and the ability to interact professionally with a broad range of students, faculty, and staff. Knowledge of computer software such as Microsoft Office is preferred. Experience with Student Access is a plus.

### **MINIMUM QUALIFICATIONS**

Applicant must have a Master's degree with five years of experience working in a student support or similar program with progressively challenging administrative duties, which should include supervision of staff, program evaluation, and budget management. Preference will be given to applicants with previous experience working with disadvantaged populations such as first-generation students and/or economically challenged individuals.

Please submit an EACC application, cover letter, resume, and transcript(s) to EACC Office of Human Resources, @ 1700 Newcastle Road, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or online @ [www.eacc.edu](http://www.eacc.edu). Review of applications will begin immediately and continue until position is filled.

**EACC IS AN AA/EO EMPLOYER**