

Secondary Career Center Coordinator/Career Coach Supervisor

East Arkansas Community College is accepting applications for the position of Secondary Career Center Coordinator/Career Coach Supervisor.

POSITION SUMMARY

Secondary Career Center Coordinator/Career Coach Supervisor will be responsible for the day-to-day supervision of all aspects of the East Arkansas Secondary Career Center and Career Coach program. Responsibilities include meeting all established deadlines for the submission of reports, budgets, and requests for information from the Arkansas Department of Career Education (ADCE) and the Office of Skills Development (OSD). The position requires collaboration with EACC's Concurrent Credit Coordinator and our partner high schools.

TYPICAL FUNCTIONS

Organize, compile, and submit reports, requisitions, recruiting and budgets in support of the Secondary Career Center and Career Coach Program. Provide supervision, assistance and resources for Career Coaches in order to help students make the best career and education decisions. Evaluate program and task effectiveness, assess outcomes, and develop ways for continuous improvement. Work directly with EACC administration for special training in admissions process, academic advising, academic programs, career pathway initiatives, financial aid, scholarships, etc. Communicate frequently with Concurrent Credit Coordinator. Perform other duties as assigned.

KNOWLEDGE, ABILITY, AND SKILLS

Must be familiar with graduation and program completion requirements for high school and post-secondary education. Must be able to administer aptitude tests, college placement exams and other related assessment tools. Must be proficient with Microsoft Excel, Word, and Power point.

MINIMUM QUALIFICATIONS

The formal education equivalent of a Bachelor's Degree is required, Master's Degree preferred. A minimum of 3 years' experience with CTE and transfer education programs at the secondary or post-secondary level is required, 5 years preferred.

Please submit an EACC application, resume, and transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

EACC IS AN AA/EO EMPLOYER