

Transfer/Career and Advising Specialist – TRIO Student Support Services

East Arkansas Community College is accepting applications for a full-time, 12-month Transfer/Career and Advising Specialist position in the TRIO Student Support Services TRIO program. TRIO SSS is a five-year, grant-funded program that provides academic, transfer, financial literacy and other support to low income and first-generation and college students.

Job Responsibilities:

- **Advising:**
 - Will provide case management and holistic educational planning to approximately 60-70 SSS participants including academic advising, monitoring progress, and following up on early alerts,
 - Will collaborate with other EACC faculty and staff to provide comprehensive academic support
 - Will maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, racial and ethnic backgrounds
- **Transfer:**
 - Will establish and maintain contact with 4-year institutions of higher education admission and transfer representatives including monitoring transfer articulation agreements at the institutions,
 - Will plan, implement, and attend a minimum of two campus tours per semester to four-year institutions of higher education for interested program participants including transportation arrangement and on-site coordinators.
 - Will plan, implement, and host at least one virtual transfer fair for participants (may coordinate with Student Activities to open the fair to the entire campus)
 - Will assist students with the completion of admissions applications, fee waivers, financial aid applications, and other documentation needed for transfer to four-year colleges.
- **Career:**
 - Will utilize labor market information as well as college and program-provided tools to counsel students in their employment and career goals
 - Will explore tools available to expand EACC SSS career exploration opportunities
- **Other:**
 - Will assist SSS Coordinator with planning and attending program enrichment activities including workshops and cultural trips for participants
 - Will maintain accurate and consistent contact data for program participants in the Student Access system utilized by TRIO SSS at EACC
 - Will assist with planning and implementing program recruitment activities
 - May be required to travel nights and/or weekends for student events, conferences, and professional development
 - Perform other duties as assigned.

Minimum Qualifications:

Bachelor's degree in education, psychology, sociology, or similar field of study is required, but preference will be given to those applicants holding a Master's degree. A minimum of one year of experience working with TRIO, similar programs, or working with disadvantaged and underserved populations is required. Preference will be given to applicants who have overcome similar circumstances experienced by the student population served or who are familiar with academic challenges and barriers faced by diverse, low-income, first generation students as well as applications who hold experience with college transfer and career exploration.

Please submit an EACC application, resume, and transcript(s) to:

EACC Human Resources Office,
1700 Newcastle Road,
Forrest City, AR 72335
or humanresources@eacc.edu .

An application can be found on the Employment page of the EACC website. Review of applications will begin immediately and continue until position is filled.

EACC IS AN AA/EO EMPLOYER