

## **EACC Adult Education Paraprofessional/Recruitment Coordinator**

The Paraprofessional/Recruitment Coordinator will report to the Director of Adult Education and is responsible for the following: Assisting students under a teacher's guidance and other duties associated with students. Recruitment and marketing strategies for non-traditional students; targeting social and civic clubs, churches, community events, business and industries and other community agencies. This position requires working some nights and weekends and scheduled at the convenience and best interest of EACC Adult Education program. This position is a grant-funded position through the Adult Education Section of the Division of Workforce Services. The incumbent must have a bachelor's degree in a related field and must earn a Career Services Provider certificate within one year of hire in order to maintain the position.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Assist students with lessons under the Teacher's guidance, leading small groups or individual instruction and discussions, and reviewing classwork
- Assist students with TANF/SNAP applications and documents
- Track students' progress and preparing reports
- Proctor TABE and GED exams when necessary
- Manage and coordinate community related recruitment efforts
- Make presentations and coordinate speaking engagements with social and civic organization, churches business, and industries
- Perform other duties as assigned

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

Ability to gather data, compile information, and prepare reports, develop and deliver presentations, work effectively with diverse populations, communicate effectively, both orally and in writing, and develop, plan, and implement short and long-range recruitment goals. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Skills exam required.

### **MINIMUM QUALIFICATIONS**

The formal education equivalent of a Bachelor's Degree required.

Salary Range based on experience: \$35,360 - \$37,000

Please submit an EACC application, which can be found at [www.eacc.edu/employment](http://www.eacc.edu/employment), resume' or vitae, and transcript(s) to the EACC Human Resources Office, 1700 Newcastle Road, Forrest City, AR 72335. You may also submit your documents via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu). Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO EMPLOYER.