

Transfer/Career and Advising Specialist – TRIO Student Support Services

University of Arkansas - 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 college students.

Job Responsibilities:

- **Advising (50%):**
 - Will provide case management and holistic advising to approximately 60-70 SSS participants, including academic advising, monitoring progress, and following up on early alerts,
 - Will collaborate with other UA-EACC faculty and staff to provide comprehensive academic support
 - Will maintain sensitivity, understanding, and respect for students, faculty, and staff.
- **Transfer (30%):**
 - Will establish and maintain contact with 4-year institutions of higher education admission and transfer representatives, including monitoring transfer articulation agreements at the institutions and setting up times for recruiters to come to UA-EACC,
 - Will plan, implement, and attend at least four campus visits per year to four-year institutions of higher education for interested program participants, including transportation arrangements and on-site coordinators.
 - Will assist students with completing admissions applications, fee waivers, financial aid applications, and other documentation needed for transfer to four-year colleges.
- **Career (10%):**
 - 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 UA-EACC SSS career exploration opportunities
- **Other (10%):**
 - Will assist SSS Coordinator with planning and attending program enrichment activities, including workshops and cultural trips for participants
 - Will maintain accurate, timely, and consistent contact data for program participants in the Student Access system utilized by TRIO SSS at UA-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:

A Bachelor's degree in education, psychology, sociology, or a 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 with disadvantaged and underserved populations is required.

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

UA-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 UA-EACC website. Review of applications will begin immediately and continue until position is filled.