

Job Posting:**TRIO Student Support Services Coordinator****Institution:** University of Arkansas East Arkansas Community College**Location:** Forrest City, Arkansas**Position Type:** Full-Time, 12-month, Grant-Funded**Reports To:** Director of TRIO Student Support Services**Position Summary:**

University of Arkansas East Arkansas Community College (UA-EACC) is seeking a highly organized, student-focused professional to serve as the TRIO Student Support Services (SSS) Coordinator. This position plays a critical role in the day-to-day coordination of the federally funded TRIO SSS program, supporting the Director in achieving program goals and ensuring compliance with federal regulations. The SSS Coordinator will manage a caseload of participants, coordinate academic and enrichment services, and contribute to the overall success and retention of first-generation, low-income, and disabled students.

Key Responsibilities:**Student Recruitment & Intake**

- Identify, recruit, and enroll eligible students (low-income, first-generation, and/or disabled) into the TRIO Student Support Services project.
- Conduct intake interviews and develop individualized Plans for Success.
- Maintain accurate and complete student files in Student Access.

Academic Advising & Support to an Assigned Caseload

- Provide proactive, contextualized academic advising and coaching.
- Monitor academic progress through midterm and final grade checks.
- Coordinate interventions for students on academic probation or at risk.
- Assist students with course selection, transfer planning, and financial aid processes.

Program Coordination

- Plan and facilitate workshops on study skills, financial literacy, time management, and personal development.
- Organize and supervise cultural enrichment trips.
- Assist with planning and attend college transfer trips

Data Management & Reporting

- Track student services and outcomes in compliance with federal TRIO regulations.
- Assist with preparation of internal and federal reports, including Annual Performance Reports (APR).
- Use data to inform program improvements and student interventions.

Collaboration & Outreach

- Promote the SSS program across campus
- Represent the program at orientations, campus events, and professional conferences.
- Coordinate with other student support initiatives (e.g., Career Pathways, JAG, Disability Services).

Administrative Support

- Assist with budget tracking, P-Card transactions, and purchase orders.
- Submit monthly and semesterly reports, time & effort sheets, and travel authorizations.
- Meet regularly with the Director to ensure program goals are being met.

Qualifications:**Required:**

- Bachelor's degree in education, counseling, student affairs, or a related field.
- Demonstrated experience working with disadvantaged or underserved populations
- Strong organizational, communication, and data analysis skills.

Preferred:

- Experience with TRIO or similar federally funded programs.
- Familiarity with Student Access, Jenzabar, and federal TRIO regulations.
- Minimum of five years of experience in higher education or student support services.
- Individual with a similar background to populations served by TRIO at UAEACC.

Application Instructions:

Submit a cover letter, resume, and three professional references to HR. Applications will be reviewed on a rolling basis until the position is filled.