Position: Student Services Specialist (Multiple Positions)

Minimum Qualifications:
- Master Degree in Counseling, Student Services, Adult Education or a closely related field.
- Three (3) years of work experience in a Community College or University.

Campus: Main

Required Knowledge, Skills, and Abilities:
- Knowledge of student development tools, techniques and trends.
- Understanding of first year experience principles.
- Experience in assessing learning outcomes in the classroom and at the program level.
- Skills in organizing resources and establishing priorities.
- Excellent communication skills, both verbal and written.
- Strong interpersonal and collaborative skills with student faculty and staff.
- Superior organization, prioritization, and self-motivation skills.
- Strong computer skills, including statistical and assessment software.
- Working knowledge of outcome based programs, assessment of learning outcomes, student centered learning methodologies.
- Ability to create, compose, and edit written materials.
- Ability to analyze and solve problems.
- Ability to interact effectively as a member of a team and work collaboratively with other departments.
  - Ability to adapt to changing assignments and multiple priorities.
- Ability to gather data, compile information, and prepare reports.
- Ability to manage multiple tasks and successfully meet deadlines.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.

Major Duties and Responsibilities:
- Implement, revise, and deliver the Quality Enhancement Plan (QEP) – Strong Start Orientation Class.
- Schedule all orientation classes and train all instructors.
- Facilitate the administration and collection of QEP assessments.
- Assist in the compilation analysis, and dissemination of data from surveys and student learning outcomes, and other aspects of assessment of the QEP.
- Recommend appropriate adjustments in QEP initiatives and strategies, assessments, and implementation schedule, as needed to achieve the stated goals and adapt to institutional capacity.
- Manage budget and administrative tasks for the QEP.
- Prepare impact reports and present findings to Administration and other regulating bodies.
- Assist students in planning educational programs compatible with their interests, needs, and abilities.
- Assist with student recruitment, student activities, and linkages for assistance with support services.
• Assist with the advising process for students who plan on transferring to four-year colleges/universities.
• Assist students with the development of soft skills and other job seeking skills.
• Register students for classes and maintain degree plans.
• Assist instructors with follow-up of students who have been notified through the Early Alert System for excessive absences, unsatisfactory grades, and advise and work with students who have been notified through the Early Alert system.
• Serve as a liaison with the Learning Assistance Center and tutoring staff regarding support necessary for students experiencing academic difficulty.
• Assist with tracking and follow up with students to include job placement.
• Assist with the delivery of services to ADA students.
• Assist with assessment services for students.
• Provide student success services to students and potential students of the College.
• Perform other student services related duties as assigned the Dean of Students.
• Perform other duties as assigned by the Vice President or the President.

Salary:
Salary level will be determined by educational attainment level and years of applicable experience according to Bishop State Community College’s Local C3 Salary Schedule- $56,810– $83,890.

Application Procedure:
Position announcements and employment applications are available at http://www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to humanresources@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
• Completed Bishop State Community College employment application (must be signed),
• Letter of interest with reference to the position announcement,
• Current resume,
• Transcripts (official required if hired), and
• Verification of Work Experience form for directly related work experience from current and/or previous employers (form included as last page of application) and/or letters from current and/or previous employers verifying directly related work experience (letters must include employment dates and job title, and must be on company letterhead and signed by authorized personnel).

Application Deadline:
A complete application packet must be received in the Office of Human Resources no later than Monday, November 07, 2016 at 5:00 p.m.
In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the
College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjective to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.