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# SHORTER COLLEGE JOB POSTING

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**Company:** Shorter College

**Job Title:** Second Chance Pell (SCP) Site Coordinator

**Department:** Academic Affairs

**Status:** Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** Little Rock

**Salary Expectations:** Commensurate with experience

**Work Schedule:** Part-time

**SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

SCP Site Coordinator serves as the liaison between the Corrections facility and Shorter College main campus. Ensures that instructor and student issues and concerns are addressed; works to resolve scheduling and roster conflicts; makes sure books, supplies, etc., are distributed; monitors program/instructor compliance; works with facility leadership and staff to address SCP operations issues; and any other duties needed for the program to run effectively and efficiently.

**EDUCATION AND EXPERIENCE:** Experience with Higher Education administration and program or project management. IT skills to assist in textbook management of the tablets for the students. Solid knowledge of Microsoft Office. A minimum of a Bachelor's degree is preferred.

**LANGUAGE SKILLS:** Strong oral and written communications skills to be able to convey thoughts, processes and procedures effectively to faculty, staff and students.

**REASONING ABILITY:** Ability to problem solve and find solutions to obstacles and logistical issues that prevent the program from operating efficiently and effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A valid driver's license.

**PHYSICAL DEMANDS:** Not applicable.

**WORK ENVIRONMENT:** This position is conducted both the corrections facility and an office environment. Some travel to Shorter College main campus is required.

**REQUIRED TESTING:** Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail to: 604 N. Locust Street, North Little Rock AR, 72214