



SHORTER COLLEGE JOB POSTING

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: Osceola and West Memphis

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 or Mail to: 604 N. Locust Street, North Little Rock AR, 72214