Position Title: Perkins/Student Support Services Technician

Reports To: Dean of Students and the Director of Student Support Services

Position Status: Temporary, Full-time, 9 Month, 37.5 hr/wk, Flexible/Alternative Schedule (distribution of hours, days and months based on institutional need), Annual Hours 1462, Grant Funded, 50% Perkins Special Populations, 50% Student Support Services. This position will change to part-time effective Sept. 1, 2016.

Classification/Points: G, 890

Bargaining Unit/Division: Michigan Education Association, Educational Support Personnel, Division II

Position Description: Coordinates Perkins Special Populations grant including but not limited to, academic assistance to grant students and assistance to Student Support Services Director. Develops and participates in activities to support grant objectives.

Position Qualifications:

1. Education Required – Bachelor degree in Education or an education related discipline required.
2. Experience – At least one year of tutoring or teaching required.
3. Experience working with disadvantaged adult learners needing academic support services desired.
4. Must be proficient in Microsoft Word, Excel, Access, Power Point, and Outlook required.
5. Familiarity with instructional software required.
6. Ability to learn the College database required.
7. Must be willing and able to work flexible hours (mix of split shifts, day, evenings and weekends) required.
8. High proficiency in verbal and written communication skills required.
9. Valid Drivers’ License required.
10. Must be accountable in working with confidential information.
11. Must be able to follow direction, work with minimal supervision, complete work in an accurate and timely manner and work in a multi-tasking environment.

Position Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide student instruction and support through tutoring and workshops which may include assessment of the student’s abilities and academic placement.
2. Provide and ensure quality control of compliance in documentation for all program activities. Assist Student Support Services Director in reviewing, evaluating and reporting on grant objectives.
3. Participate in planning and coordination of programs related to the Perkin’s grant.
4. Recruit and assist students for grants and disseminate information about grant services.
5. Assist students with academic, career, financial aid and technology questions or concerns.
6. Act as a liaison to SSS and Perkins program participants by attending Curriculum Committee and Advisory Committee meetings when necessary.
7. Refer students to other departments, staff, or outside agencies as needed.
8. Coordinate with other college departments to improve grant services.
9. Develop and present workshops.
10. Develop and participate in grant program activities and events.
11. Transport students for campus visits and outings.
12. Participate in staff development opportunities and grant related meetings.
13. Evaluate and assist in obtaining appropriate technology resources, equipment and support materials as approved by the Dean of Students.
14. Perform other duties as assigned by supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
Grant Information:

Student Support Services is a federally funded program under the Title IV Higher Education Act of 1965. This program offers special support services to current ACC students to increase the chances for success in college of first generation college, low income, and/or students with disabilities. Program of study is not a consideration. Services include counseling, professional instruction and transfer assistance. The Student Support Services Grant also offers mentoring services for incoming freshmen students.

- **Academic Advising** to help students choose courses that will help to make the transfer to a four-year college successful.
- **Transfer Workshops** to acquaint students with transfer process and procedures.
- **Financial Aid Workshop** to provide tips about the sources of funding and the procedures to apply for funding.
- **Field Trips To Four-Year Colleges** to meet with admissions personnel, departmental advisors, and financial aid personnel. Campus tours are provided, and the cost of transportation and meals is covered.
- **Career Exploration** to assist in choosing a major and a career.
- **Academic Assistance** to help provide tutoring, individualized study programs in our computer lab, study skills materials, and supplemental instruction.
- **Individualized Assistance** to obtain and complete application forms for four-year colleges.
- **Application Fee Waivers** (for income eligible students) to send application forms to four-year schools without sending money.

Perkins is a federally funded program under the Department of Education’s Office of Vocational and Adult Education (OVAE). Under the Perkins Act, federal funds are made available to help provide vocational-technical education programs and services to youth and adults. OVAE administers this Act to ensure equal access to programs, services, and activities addressing the nation’s education and workforce needs and by assisting states in ensuring equal access to underserved populations, giving technical assistance to states in program improvement, and strengthening the capacity of states to offer programs responsive to employment sector needs.

Supervisory Responsibility:

This position has no supervisory responsibilities.

Travel:

This position will require occasional travel within the state, sometimes overnight.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, use hands to finger, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift products and supplies, up to 20 pounds.

Equal Employment Opportunity:

Alpena Community College policies and practices for admission, employment and activities comply with requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990; ACC does not discriminate on the basis of race, color, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

Signatures

This job description has been approved by all levels of management.

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<th>Supervisor Approval:</th>
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<td>President’s Approval:</td>
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Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

| Position Holder: | Date |

Job Description Date: Mar 2007, Rev. 03/16/11, 10/26/11, 09/26/12 Point Eval, 08/28/15 Qual and duties updated |