PROFESSIONAL VACANCY DATA

**Effective Date:** August 28, 2015

**Position Title:** Perkins/Student Support Services Technician

**Supervisors Title:** 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.

**Job Description:** A complete job description is available on the ACC Employment Opportunities website: [http://discover.alpenacc.edu/faculty_staff/employment_opportunities.php](http://discover.alpenacc.edu/faculty_staff/employment_opportunities.php)

**Application Process:** A complete application packet will contain the following:

- Cover Letter
- ACC Employment Application (available on the ACC Employment web page)
- Resume
- Transcripts (unofficial are acceptable for the application process) and/or copies of applicable certifications.
- Three (3) current letters of reference from persons who can speak to the candidate’s professional accomplishments in light of the specific position being sought. Letters must be sent by the person providing the reference directly to our office (not delivered by the applicant or included in the application packet). Letters may be sent, faxed or emailed and should include the references’ contact information. See contact information above.

**Application Deadline:** ESP I/II applications must be received no later than 4:30 p.m. on Sept. 9, 2015. Complete applications received no later than Sept. 11, 2015 will receive best consideration.