



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Anchor Liaison

**Department:** Supportive Services

**Status:** Exempt

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

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Experience and Education

**Work Schedule:** 40 hours a week

**SUMMARY, ESSENTIAL DUTIES:** The Anchor Liaison is responsible for developing and providing innovative campus-wide programming, support, and direction, to assigned special populations at Shorter College. Populations the Anchor Liaison will work with include: Academically at-risk students, adult learners, commuting students, and/or transfer students. This position will work collaboratively with Academic Affairs, Student Services and other relevant departments to ensure the highest quality of services are provided to all students, with particular attention to those special populations. This is in line with our core value, cura personalis (“care of the whole person”). In addition, the Anchor Liaison will lead the charge to increase visibility, sensitivity, and inclusivity of students within their special population at Shorter College. This position reports to the Director of Re-Entry.

**RESPONSIBILITIES:** Develop, implement, and continually assess a comprehensive support program that meets the needs the assigned caseload of students and is directly linked to student success, this could include a peer coaching program, case management system for students, etc.

Develop and lead programming efforts to support the designated student groups, including, but not limited to, welcome programs, social media, newsletters, etc.

Assist in the coordination of a bridge program designed to support the transition to Shorter College. Participate in college-wide efforts that promote access and equal opportunity for students with disabilities; contribute to college-wide initiatives that focus on diversity, equity, and inclusion; strategically plan for meetings and trainings with key stakeholders involved in these efforts, which promote student success.

Identify and collaborate with public and private entities that provide services, assistance, or information to students including other postsecondary institutions, healthcare providers, social services agencies, grant institutions, etc.

Review and recommend to the Director of Re-Entry barriers impacted students’ success, specifically barriers assigned students face.

Maintain an active research agenda on designated population services in higher education and best practices. Serve as a member of the Student Success Network, providing outreach and support to designated students. Case manage students who are placed on a Success Plan. Provide support to them in goal setting, transitioning back to the institution, and navigating various barriers to their success.

Collaborate with other departments to connect students to assist them in their success, such as Counseling Center, Career Services, and/or Learning Center.

Participate, attend, or chair a variety of administrative and staff meetings and serve on committees and special projects.

Perform other related duties as assigned.

**EDUCATION and EXPERIENCE:** A minimum of a Bachelor's degree in Education, Business, Social Services or a related field. A Master's Degree is preferred.

**LANGUAGE SKILLS:** Communication - Ability to communicate verbally and in writing clearly and concisely. Ability to teach, tutor and mentor students; and assist students who may have learning challenges at the college level. Collaborative Problem Solver – Able to find resolutions to problems to assist non-traditional students. Find available resources for students in need of assistance to complete their education. - Strong organizational and computer skills.

**REASONING ABILITY:** Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Assist your supervisor in other tasks as needed. Enthusiastic - Ability to bring energy to the performance of a task. Friendly - Ability to exhibit a cheerful demeanor toward others. Initiative - Ability to make decisions or take actions to solve a problem or reach a goal. Interpersonal - Ability to get along well with a variety of personalities and individuals. Reliability - The trait of being dependable and trustworthy. Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

**WORK ENVIRONMENT:** Must be willing and able to work some evening and weekend hours and be flexible to adjust schedule as needed to best meet division and student needs and availability.

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