



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Second Chance Pell (SCP) Academic Administrator

**Department:** Academic Affairs

**Status:** Exempt

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

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with education and experience

**Work Schedule:** 40 hours a week

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

SCP Academic Administrator is responsible for ensuring that all components of the academic program for SCP are executed effectively. Schedules the course offerings and curriculum for all SCP sites. This person is responsible for providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. They must also follow the academic calendar and track the advancement of students.

They conduct staff training, assess educational materials, evaluate educational technologies and mentor new teachers to help them develop effective instructional methods and strategies. In addition to teachers, SCP Academic Coordinator works under the direction of the SCP Director, Academic Affairs and Enrollment Management, to ensure compliance with educational standards, school and student performance, and accountability. Their emphasis is on teacher and student performance and better teacher training methods at the teaching sites.

**EDUCATION and EXPERIENCE:** Experience with Higher Education, curriculum and academic administration. A minimum of a Master Degree is preferred.

**LANGUAGE SKILLS:** IT skills to assist in textbook management of the tablets for the students. Cohort Management (Lockstep). Designing training programs – Academic Coordinator often conducts professional development seminars, workshops and classes to help teachers develop instructional strategies. Distribute educational materials – it is up to Academic Administrator to convey the educational technologies and other educational tools to teachers and administrators at the sites that the teachers on the main campus utilize.

**REASONING ABILITY:** Schedule course offerings at each site through Academic Advisement. Oversee Teacher Training in CAMS and perform degree audits on all students and enroll in classes.

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

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** This position is conducted in an office environment. Some travel to SCP sites 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