



Position Title: Support Services Specialist Position

Work Schedule: Full-time; Exempt; Monday –Friday; some evening and weekend work required; 10-month appointment

Example of Duties:

Under the supervision of the Director of Academic Services, the primary focus of the Support Services Specialist is to ensure that low income, first generation, and disabled college students participating in the TRIO Excel program receive services that will assist them in achieving their degrees. The successful candidate will:

- Provide academic advising and mentor a caseload of underprepared students, providing them with required services as outlined by the grant.
- Prepare and present a series of academic and informational workshops
- Provide students in Excel with Financial Aid information and assistance with applying for aid
- Assist Disability Services in scheduling and proctoring tests
- Work with all Juniors and Seniors in Excel to help them select and apply for graduate school
- Maintain contact with caseload and coordinate use of services
- Advise XAE Excel honor society
- Assess learning styles and provide guidance in effective strategies
- Guide completion of comprehensive graduation plan.
- Monitor academic progress and provide appropriate support and interventions.
- Assist director in monitoring students' completion of grant aid requirements.
- Coordinates mentoring program for Excel members.
- Evaluations of programming and reports of outcomes are required.
- Other duties as assigned.
- Due to the collaborative nature of the team and the need for direct client/customer interaction, in-person attendance is an essential function of this position.

Minimum requirements:

- Bachelors Degree is required and two years of appropriate and relevant professional experience working a TRIO federal program or a similar related program for disadvantaged and at risk college students.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Masters Degree.
- Experience working with at-risk students is especially valued, as well as a background similar to that of the students served.

Interested individuals should submit a cover letter, resume, job application (AC Application), and salary requirements to Danni Cattell, at dcattell@adrian.edu.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams, and multiple institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional College for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for multiple years running and has also been recognized as having 'A Focus on Student Success'; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.