



POSITION TITLE: Student Engagement Specialist

JOB TYPE: Full-time

LOCATION: To be determined depending on incumbent's county of residence. NPRC serves Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Warren, and Venango Counties, in Pennsylvania.

DATE POSTED: June 22, 2021

PRIORITY DEADLINE: July 7, 2021

CLOSE DATE: Open until filled

JOB DESCRIPTION: See pages 2-3

INTERPERSONAL SKILLS:

- Public speaking
- Working knowledge and/or connections within the Counties listed
- Making presentations
- Connecting students to community resources
- Advising student on academics
- Comfort/ability to connect and mentor students with varying demographic factors

APPLICATION PROCESS:

REQUIRED MATERIALS FOR A COMPLETE APPLICANT PACKET INCLUDE:

1. Letter of interest;
2. Resume; and
3. Contact information for three references.

ONLY COMPLETE APPLICATION PACKETS CONSIDERED

SEND COMPLETE APPLICANT PACKET VIA US POSTAL SERVICE TO:

Northern Pennsylvania Regional College
Attn: Human Resources
300 2nd Avenue, Suite 500
Warren, PA 16365

OR SEND VIA EMAIL TO:

studentengagementspecialistsearch@rrcnpa.org

Include the position title in the subject line: Student Engagement Specialist

MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):

PA Child Abuse History Clearance
Pennsylvania Access to Criminal History Record Check
Federal Criminal History Background Check
Valid Driver's License

For additional information, please call the NPRC Administrative Offices at 814-230-9010

NPRC is an Equal Opportunity Employer. NPRC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

JOB DESCRIPTION

JOB TITLE: Student Engagement Specialist

CLASSIFICATION: EXEMPT (ANNUAL SALARY) NON-EXEMPT (SALARY)

COMPENSATION RANGE: \$37,500

DEPARTMENT: Academic and Student Affairs

DIVISION: Student Affairs

REPORTS TO: Director of Enrollment and Student Success

SUPERVISES: N/A

MINIMUM REQUIREMENTS:

- Associate Degree;
- Excellent verbal and written communication skills;
- Ability to learn and develop degree planning sheets with students;
- Ability to work effectively with diverse populations; and
- Ability to travel daily and work a flexible schedule, include evening, and weekend hours.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree;
- Experience and comfort with developing mentoring relationships with students of varying age and background;
- Familiarity with use of Pipedrive or other customer relationship management software;
- Proficient with Empower or other student information software;
- Familiarity with all NPRC educational catalog programs (Academic & Workforce Development); and
- Proficient knowledge of degree planning work sheets and degree requirements.

POSITION SUMMARY:

A Student Engagement Specialist (SES) provides academic and financial advising and other support services, working directly with students. Individuals in this position will collaborate with other departments College-wide and with external resources as the student's primary point of contact throughout their college career from admissions to graduation.

ESSENTIAL FUNCTIONS:

Primary Responsibilities

- Academic Advising
 - Primary point of contact for students once they are moved from a lead to a prospect
 - Advises students, parents, community members on policy, procedures, and processes
 - Mentors students through admissions process through continual outreach to prospects within the Empower system
 - Coordinates, and evaluates 4, 8, & 12-week grade checks filling out appropriate documentation
 - Monitors and collaborates in the creation and facilitation of Academic Warning/Probation plans
 - Tracks of all reporting documents and communications daily
- Financial Aid Advising
 - Educates and acts as first line problem-solvers for students regarding basic Financial Aid terms and sources
 - Helps identify options and discern differences

- Student Success Skills
 - Connects students with tutoring, counseling, library, and other college services
 - Identifies and connects appropriate students to disability and veterans' services
 - Provides students with assistance accessing college offices, and programs
 - Educates and assists students in navigating the college website, D2L, student portal, Outlook, and Microsoft Office

Secondary Responsibilities

- Community Engagement
 - Attends college fair events to provide information
 - Provides support to Community Engagement Specialist in representing the College at public speaking events as needed
 - Back-up for community outreach projects
 - Proficient in presentation of general college information in both verbal and written formats
 - Proficient knowledge of Workforce Development (WFD) offerings and sequencing
 - Advise WFD catalog students to evaluate application readiness

ADDITIONAL ELIGIBILITY REQUIREMENTS:

Valid Driver's License and consistent access to a vehicle.

PHYSICAL REQUIREMENTS:

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to read, communicate verbal and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines;
- Driving, standing, walking, and sitting;
- Use of hands to touch, handle, and feel; reach with hands and arms;
- Must be able to occasionally lift and/or move up to 25 lbs./12 kg.; and
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: To be determined depending on incumbent's county of residence. For more information visit our website: regionalcollegepa.org.
- Work hours: This position requires work hour flexibility and varied hours, will include evenings and weekends.
- Notwithstanding the office hours, all salaried employees are expected to work 40 hours weekly.