

Revised: April 2010 (Final)
April 2009

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

Position Title: Coordinator of EOF Services

Salary Grade: 24 (Grant Funded)

Minimum Qualifications:

Education: Bachelor's degree required; Masters preferred.

Experience: Minimum of two years advising and EOF Services experience preferably at the Community College level.

Only candidates with demonstrated knowledge of EOF will be considered. Candidates should specify EOF program and/or population experience in cover letter. Summary of qualifications needed should include:

- *Leadership/Administrative Supervisory Experience*
- *Knowledge of EOF Reporting*
- *Advising Experience*

Skills/Abilities:

1. Knowledge of EOF program operations, goals and objectives.
2. Demonstrated ability to work with diverse academic, cultural and ethnic backgrounds of community college students and staff.
3. Competency in the utilization of computer technology used for communication, data gathering, data entering and reporting.
4. Excellent oral and written communication skills.
5. High level of energy and enthusiasm necessary.
6. Occasional evening and weekends required. Travel necessary.

Reporting Structure:

Reports to: Director of Financial Aid and EOF Services

Responsibilities of the Position:**Career Services:**

1. Advises students concerning resources and services.
2. Schedules workshops related to student adjustment, persistence, study skills and post-college transitioning. (Institutional Priority 7)
3. Assists students in gathering information on employment opportunities.
4. Maintains and updates employment vacancy files and databases.
5. Coordinates and oversees on campus career days, job fairs, and other on-site recruiting programs.

EOF Services

1. Responsible for the implementation of EOF policies and procedures.
2. Responsible for planning and implementing recruitment of EOF students. (Institutional Priority 5)
3. Monitors EOF student progress.
4. Provides support for EOF students to assist with entering, adjusting to and graduating from college.
5. Coordinates EOF Program Advisory Board.
6. Organizes EOF activities including end of the year programs.
7. Coordinates the Summer EOF program.
8. Represents the EOF program at State and Local meetings.

9. Assists in preparing grant and other related reports.
10. Performs XAE Honor Society chapter administrative duties.
11. Other duties as assigned.

Anticipated start date: is July 20, 2010

Position is open until filled; however, preference will be given to application submissions received by **July 5, 2010**. Qualified candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and the names of 3 references to: employment@salemcc.edu. Please include the name of the position you are applying for in the subject line.

AA/EOE