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# Southeastern Community College

# **EMPLOYMENT OPPORTUNITY**

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## **Early College Liaison**

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourne in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys local financial and moral support from a community which expresses great pride in the institution.

### **Minimum Requirements for the Position**

1. Bachelor's degree from a regionally accredited institution
2. Three years of experience in a secondary and/or post-secondary educational institution
3. Excellent written, oral and interpersonal communication skills
4. Superior ability to read, follow and direct others in following academic policies and procedures of Southeastern Community College, the North Carolina Community College system and partner institutions
5. High level of proficiency with Microsoft Office Suite
6. High level of interpersonal skills and ability to work with diverse groups of people in both oral and written formats
7. Ability to carry out institutional effectiveness activities and participate in the life of the college (i.e. serve on committees, do advisement, participate in activities)
8. Commitment to the community college "open door" philosophy and the comprehensive community college concept.
9. Ability and willingness to travel to off-site locations to perform essential duties
10. Willingness to participate in professional development activities
11. Willingness to participate in community outreach activities
12. Willingness to conduct processes and activities related to matriculation from/to public schools and universities
13. Willingness to teach and work in the day, evening, on weekends, at unconventional times or via distance learning as necessary

### **Preferred Requirements for the Position**

1. Master's Degree from a regionally accredited institution
2. Five years of experience in a secondary and/or post-secondary educational institution
3. Experience managing projects or serving as liaison
4. Experience working with high school students
5. Experience with academic advising
6. Experience with data collection and analysis

**(Application Requirements Continued on the Reverse.)**

**(Continued From the Reverse Side.)**

7. Experience with Ellucian software and/or data entry software
8. Work experience with a diverse student population

**Purpose and Function of the Position**

The Early College Liaison works cooperatively with SCC faculty and staff and Columbus Career and College Academy staff to perform or cause to be performed the following:

1. Facilitate collaboration between Columbus Career and College Academy and the College
2. Communicate regularly with internal and external constituents via email, school family meetings, parent information sessions, and professional development sessions for faculty and staff
3. Maintain current knowledge of state and national standards for Cooperative Innovative High Schools and high school reform initiatives
4. Provide student centered, excellent customer service, welcoming students in person and through telephone and email
5. Assist students in completing placement assessment administration, interpretation of placement assessment scores, course advisement and registration
6. Conduct student orientations at the beginning of each semester or as appropriate
7. Serve as the academic advisor for dually enrolled Columbus Career and College students
8. Utilize Aviso to identify and provide intervention, resources and strategies for students in need of academic support
9. Maintain confidential atmosphere for student interactions and student information per the College and FERPA guidelines
10. Coordinate with Columbus Career and College Academy staff to implement guidelines, standards and criteria to determine student eligibility for enrollment in college courses
11. Participate in the development of pathways for Columbus Career and College Academy students and align curriculum requirements between high school and college for coherent progression along a pathway
12. Provide college course information to Columbus Career and College Academy staff including but not limited to registration, course withdrawal, progress reports and final grades
13. Maintain student files, which may include up-to-date contact information, registration materials, transcripts, state test results, and signed copies of any student contracts and maintain accurate records for enrollment, tracking and audit reporting purposes
14. Represent Southeastern Community College to high schools, community agencies, other community colleges and universities
15. Perform other duties as assigned

The starting date for the positions is negotiable. Salary is dependent upon qualifications, experience, and labor market. Excellent references from previous employers must be furnished upon request.

**A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the position requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for applications is February 16, 2018.**

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. [www.sccnc.edu](http://www.sccnc.edu)

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