Adams State University
Alamosa, Colorado

Assistant to the Director in Student Support Services

SUMMARY:

Adams State University is seeking candidates for a permanent administrative support staff position in Student Support Services, a Title IV (TRIO) program funded through the U.S. Department of Education and serving college students who are U.S. citizens (or permanent residents) and who are low-income individuals, first-generation college students, or individuals with disabilities. This position is a 75% (30 hours per week) 12 month position with full benefits and reports to the Director in Student Support Services.

Adams State University Student Support Services (SSS) Assistant to the Director performs general office duties including copying, filing, preparing forms, ordering supplies, scheduling events, and securing transportation and lodging for staff travel, preparing mailings, maintaining calendars, maintaining diligent program files, and compiling student information related to the annual performance report requested by the Director. Adams State College is the Regional Education Provider for southern Colorado, as well as a federally designated Hispanic Serving Institution.

SALARY: 20,000 per year

QUALIFICATIONS:

- AA in secretarial science or related field, BA degree preferred
- Thorough knowledge of English, spelling, grammar, composition and arithmetic
- Considerable knowledge of modern office methods and procedures
- Experience preparing and maintaining detailed records, files and reports required
- Ability to make decisions in accordance with directives and procedures
- Experience handling several projects at one time required
- Strong listening, oral, and written communication skills required
- Ability to work independently with frequent interruptions required
- Demonstrated sensitivity, and experience working with students and individuals from diverse social, economic, ethnic, academic, and cultural backgrounds required
- Willingness to work evenings and weekends on occasion for special projects

DUTIES AND RESPONSIBILITIES:

- Assist in maintaining and updating all relevant student data in data management system
  - Enter, retrieve, and sort data in Student Access
  - Enter and retrieve data from Banner
  - Working knowledge of Excel and Word for student documentation and for monthly and annual reports
- Assist in student recruitment
  - Review program applications and collect eligibility documentation
- Perform general office duties
  - Setting student appointments
  - Updating website using Bricolage
  - Student Files
- Student Monitoring
  - Pull Transcripts
  - GPA Tracking
  - Suspension/probation List Monitoring
- Supervise student workers
  - Assist in hiring and training student workers
- Assign and track student worker hours
- Work cooperatively with the ASC and SLV community and the SSS staff and students
  - Possess strong communication and organizational skills

APPLICATION PROCESS:

Send a letter of interest, résumé, and contact information for at least three current references to Dr. Deborah White, Director of Student Support Services. Applications received by Thursday, September 15, 2012 will be assured of full consideration.

- E-Mail, with MS-Word attachments (for applications): dwhite@adams.edu
- Mail: 208 Edgemont Blvd., Alamosa, CO 81102
- Phone: (719) 587-8176

Background Check:
The offer of employment will be contingent upon the completion of an acceptable background check. The information received in response to a background check will be treated as confidential, to the extent provided for by law. A background check will be performed on the final candidate for the position with an offer of employment contingent upon successful completion of the background check. The background check will be conducted after the final candidate accepts the offer of employment.

EOE/AA. Women and minority candidates are encouraged to apply.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State College is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.