ADAMS STATE UNIVERSITY
Higher Education Administration and Leadership (HEAL) Program
Position Description
Program Coordinator

Located in Alamosa, Adams State University is a state-supported institution in the San Luis Valley of south-central Colorado, approximately 3½ hours south of Denver, CO, and 2½ hours north of Santa Fe, NM. The university is designated as a Hispanic Serving Institution and as a regional education provider. The Adams State University HEAL program is a two year Master’s program in Higher Education Administration and Leadership with a focus on Hispanic Serving Institutions. Our mission is to prepare higher education professionals to manage and lead in institutions of higher education, especially Hispanic Serving Institutions (HSIs), and to enhance the success of the students they serve.

Position Description:
*This is a twelve-month exempt, at-will, part-time, non-benefits eligible position* with the primary responsibility of recruiting students and managing student records in a one-year certificate and two-year master’s degree program. This individual must provide a high level of customer care while fostering supportive relationships with new and existing students to provide a quality off-campus graduate experience. This individual will work collaboratively with the HEAL program director, Adams State University staff and staff of other educational institutions to build program recognition and aid in recruitment effort. This individual will report to the HEAL program director.

The following are major job responsibilities:

- Recruitment of distance degree students through various channels including, but not limited to, community colleges, four year public and private institutions of higher education, conferences, career fairs, and professional development offices requiring occasional travel, including in and out of state.
- Build relationships utilizing distance delivery communication methods (phone, email, Web, social networking, etc.) to ensure full support of off-campus students.
- Communicate with students and appropriate Adams State University faculty and staff on documentation required for admission, program completion and graduation.
- Update and maintain student degree plans and records.
- Update and maintain contact information for potential students, alumni, and program supporters.
- Manage and report student information to other Adams State University offices (i.e., Financial Aid, Records/Registrar, Graduate School, etc.).
- Maintain student documents for recruitment, advising and assessment.
- Build and manage HEAL social media accounts (Facebook, LinkedIn, Twitter, etc.)
- Support other HEAL program operational needs as requested by the director and other duties as assigned.

Qualifications:

- Bachelor’s degree from a regionally accredited institution and at least 2 years of relevant experience.
• Ability to provide support to students with culturally and ethnically diverse backgrounds, adult learners, and full time professionals, etc.
• Strong organization, time-management, and multi-tasking skills.
• Excellent customer service, communication, professionalism, and interpersonal skills.
• Experience working under pressure, handling conflicts, making decisions, and problem solving.
• Demonstrated ability to maintain strict confidentiality.
• Ability to prepare effective written communications, utilizing correct grammar and spelling.
• Ability to perform job duties accurately with attention to detail.
• Experience in meeting deadlines in a busy environment.
• Technology proficient in Microsoft Office Suite, Web applications, email, social networking, etc.
• Ability and willingness to travel with overnight stays required.
• Ability to work effectively as a team member and to work on projects independently.
• Valid driver’s license.
• Ability to perform position description.

Preferred Qualifications:

• Master’s degree from a regionally accredited institution in related field or 3 to 5 years of relevant experience.
• Higher education experience specifically working with diverse student populations and/or online academic programs.
• Technology proficient in Banner student records system.
• Bilingual in Spanish.

Salary and Benefits:

$12,000 for a twelve-month contract. This is a non-benefits eligible, part-time position.

Applications:

Completed applications must include the following:
• Letter of application, describing interest in and qualifications for the position.
• CURRENT resume
• Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
• Unofficial transcripts from each institution of higher education attended; official transcripts may be required upon hiring.

Send applications to:
Lia Carpio, Program Director
Higher Education Administration & Leadership
Adams State University
208 Edgemont Boulevard, Suite 3120
Alamosa, CO 81101
E-mail: lcarpio@adams.edu
Telephone: 719-587-7934
Fax: 719-587-7603
Adams State has adopted background screening for its prospective employees. Offers of employment will be contingent upon the completion of an acceptable background check.

Review of completed applications will begin October 6, 2014 and continue until the position is filled.

An Affirmative Action/Equal Opportunity Employer

Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.

Adams State University is particularly interested in applications from women and minorities.

*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 University 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, university policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.