



Transfer/Career & Advising Specialist for SSS/TRIO

The University of Arkansas - East Arkansas Community College is currently accepting applications for the position of Transfer/Career and Advising Specialist position in the TRIO Student Support Services TRIO program. TRIO SSS is a five-year, grant-funded program that provides academic, transfer, financial literacy and other support to low income and first-generation and college students. This position reports to the Director of TRIO Student Support Services.

Job Duties

Position duties include but are not limited to:

- **Student Recruitment**
 - Identify, recruit, and enroll eligible students into TRIO
 - Maintain accurate and complete student records in Student Access
- **Academic Advising & Student Support**
 - Manage a caseload of approximately 60-70 students
 - Provide academic advising and holistic support
 - Monitor student progress, including midterm and final grades
 - Respond to early alerts and follow up with students
 - Assist with course selection, transfer planning, and financial aid processes
 - Collaborate with faculty and staff to support student success
 - Demonstrate respect and sensitivity when working with all individuals
- **Transfer Services**
 - Build relationships with four-year colleges and universities
 - Coordinate visits from transfer representatives
 - Monitor transfer agreements with partner institutions
 - Plan and lead at least four campus visits each year
 - Assist students with admissions applications, fee waivers, financial aid applications, and transfer documentation
- **Workshops & Student Engagement**
 - Plan and facilitate workshops on study skills, financial literacy, time management, and personal development
 - Organize student trips, including summer enrichment opportunities
 - Participate in and support transfer-related activities
- **Career Development**
 - Use labor market data and career tools to guide students

- Support career exploration and goal setting
- Identify and implement new tools and resources to enhance career services
- **Collaboration & Outreach**
 - Promote TRIO/SSS across campus
 - Represent the program at orientations, campus events, and professional conferences
 - Coordinate with programs such as Career Pathways, Jobs for America's Graduates (JAG), and Disability Services
- **Administrative Support**
 - Assist with planning program events, workshops, and cultural activities
 - Maintain accuracy and timely student data records
 - Support recruitment and outreach activities
 - Travel may be required, including nights and weekends
 - Perform other duties as assigned

Minimum Education and/or Experience

A Bachelor's degree in education, psychology, sociology, or a related field is required; a Master's degree is preferred. Candidate must have at least one year of experience working with TRIO programs or similar programs serving underserved populations. Candidates must also have strong communication and organizational skills.

Salary: \$36,608 - UAEACC offers a generous fringe benefit package including excellent leave time, employer paid insurance, and multiple retirement plan options.

Please submit an UA-EACC application, cover letter, resume', and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@uaeacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. A background check will be conducted before hiring.