

Job Description

TRIO/STUDENT SUPPORT SERVICES PROGRAM

Instructor/English Specialist

Summary:

The University of Arkansas at Pine Bluff invites applications for the position of English Specialist for the TRIO Student Support Services (SSS) Program. The SSS Program is a federally-funded program that provides academic advisement, career advisement, tutoring, mentoring, and a wide range of activities geared toward the graduation completion, educational enhancement, cultural enrichment, and retention of first-generation, low-income students or students with disabilities.

The Specialist will provide administrative program support to the TRIO program and provide one-on-one academic coaching, group tutoring and educational support and services to students enrolled in the program. Additional responsibilities include updating and maintaining electronic and paper files for program participants; tracking student progress; developing and implementing retention strategies; identifying and recruiting possible program participants; maintaining a caseload of students; and assisting with planning, and facilitating student workshops, orientations and events.

Qualifications:

The successful candidate will have a minimum of a bachelor's degree, a Master's preferred, in English, education or related field. Two years direct experience working with diverse student populations, including low-income, first generation and students with disabilities. Strong computer skills and knowledge of Microsoft applications is essential. Two years teaching experience or two to three years of tutoring experience. Strong oral and written communication skills, experienced in attention to detail and accuracy are essential. Must be highly organized, able to manage multiple priorities and meet deadlines.

Send UAPB application, resume, three letters of recommendation, and official transcript **by February 3, 2011**, to:

Director of SSS Program
University of Arkansas at Pine Bluff
1200 N. University Drive, Mail Slot 4920
Pine Bluff, AR 71601