

JOB TITLE: Academic Support Service Coordinator - *Temporary Grant*

DIVISION/DEPARTMENT: Student Services/CAMP

RESPONSIBLE TO: CAMP Project Director

MONTHS PER YEAR: *Temporary*

HOURS PER WEEK: Full or part time

UPDATED: 9-2025

CREDENTIALS / EDUCATION:

Bachelor's Degree required.

PAST WORK EXPERIENCE OR DOCUMENTED SKILLS:

Demonstrated ability to work effectively with faculty, staff, students, and community members; ability to monitor and coordinate staff to provide support services to students; ability to provide direct support to students at the college level; well-developed communication skills; strong computer skills; ability to maintain a high degree of confidentiality; flexibility, positive attitude, and enthusiasm.

JOB PURPOSE: Assist CAMP staff and participants to maintain a high level of excellence; assist Project Director in coordinating the administration of satellite sites; assist satellite tutor/mentors and students in all aspects of the program by coordinating the following: assessment; identification of academic needs, supervision of instruction; course completion, and implementation of career/vocational exploration projects.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THE CAMP PROJECT:

1. Accomplish the goals and objectives set forth by **Tri-State CAMP** Application, Federal guidelines of the Office of Migrant Education and the U.S. Department of Education.
2. Monitor the quality of the site instructional staff and each site instructional program including accurate and timely participant acceptance, student forms, and student files, and remedial instruction, instructor feedback and support, and tutoring.
3. Assist satellite tutor/mentors in developing their skills to address the unique needs of migrant students and the obstacles that stand as barriers to earning a post-secondary degree.
4. Develop, jointly with the TSC student, ILP (Individual Learning Plan) and conduct ILP reviews making adjustments as necessary.
5. Monitor and assist tutor/mentors with the implementation of the technology/computer program.
6. Assist Tutor/Mentors in scheduling and monitoring vocational and career exploration activities such as skills in application completion, interviewing, and appropriate post-secondary workplace behavior.
7. Assist Tutor/Mentors in scheduling visits to post-secondary academic and vocational institutions.
8. Maintain strong teamwork among site instructors, tutors, recruiters and students through periodic site visits and frequent communication via phone, e-mail, text messages.
9. Recruitment of potential students.
10. Assist with tutoring as needed.
11. Other duties as assigned by the CAMP Director.

PHYSICAL REQUIREMENTS OF THE POSITION:

1. Requires the ability to examine, review, and adhere to the federal guidelines of the U.S. Dept. of Ed and OME to effectively communicate with others the goals and objectives of the Tri-State CAMP grant award.
2. Requires the ability to work without supervision and the ability to work as a team.
3. Requires a valid Kansas driver's license; ability to share driving responsibilities.
4. Overnight travel 4 – 6 days approximately every other month and the ability to lift 20-30 pounds