

Arkansas State

UNIVERSITY

MOUNTAIN HOME

Student Onboarding and Career Services Specialist

Job Description

Exempt: Yes

Safety Sensitive: No

Department: Academic Affairs

Reports To: Title III Director

GENERAL DESCRIPTION OF POSITION

Arkansas State University Mountain Home (ASUMH) is seeking a part-time (29 hours per week) Student Onboarding Specialist to work with the Title III Project Director and Enrollment Services for a five-year Title III grant awarded by the U.S. Department of Education. The Project entitled “ACTIVATE” (Advising, Careers, Technology, Innovation, and Virtual Augmentation for Transformational Education)” is designed to improve student outcomes through a focus on enhancing the virtual education environment, online instructional innovation, and improved student services. This position is fully supported through the Title III project and is a 12-month position subject to continued federal funding annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works with Title III Project Director and Enrollment Services to expand the student onboarding process
2. Must be personable and able to make outreach to students
3. Develop new student orientation workshops and events
4. Assist in the implementation of Starfish to immerse Student Affairs in a virtual environment
5. Assist building customizable dashboards in Starfish for student onboarding.
6. Assist with augmenting student services by supporting virtual onboarding
7. Assist students as they go through the admissions and onboarding process.
8. Works with Title III Project Director and other College departments to expand career services
9. Must be personable and able to make outreach to students
10. Assist First Year Experience course instructors with building out Emsi career coach and increasing access
11. Develop career modules for FYE to enhance career services
12. Implement Handshake software to help students have access to job postings.
13. Develop career aspects across campus to help students have a stronger focus in their educational programs.
14. Assist faculty to develop career-oriented modules for their courses.
15. Elevate career considerations at the beginning of students’ entry into ASUMH.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

* + An Associate’s Degree and one to two years experience in Higher Education or an equivalent combination of education and experience.
	+ Effective organizational planning, communication and interpersonal skills;
	+ Knowledge of Microsoft Applications.
	+ Possess required knowledge, skills, abilities and experience and be able to explain, demonstrate, facilitate and model the essential functions of the job to ensure quality customer service
	+ Experience working in a college
	+ Proficiency in Microsoft Excel and Word
	+ Excellent oral and written communication skills

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

* + Bachelor’s degree in Information Technology, Education, Interdisciplinary Studies and three years experience in Higher Education or an equivalent combination of education and experience.
	+ Demonstrated sensitivity and experience working with individuals from diverse backgrounds
	+ Three years experience working in college admissions
	+ Three years of experience working in college advising
	+ Three years of experience in a community college environment
	+ Knowledge of latest trends and best practices in student enrollment, advising, and onboarding

SPECIAL REQUIREMENTS:

* + Employee must have own transportation, possess valid driver's license and meet state requirements for operating vehicles on state business
	+ Ability to conduct evening and weekend work as required
	+ Ability to travel overnight and out-of-state as required

Equal Employment Opportunity & Affirmative Action:

ASUMH is an equal employment opportunity and affirmative action employer committed to excellence through diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Background Check:

Arkansas State University Mountain Home is committed to creating a productive workplace in which both persons and property are secure. To achieve that goal, criminal background investigations are performed on the final candidate for each position, and financially sensitive or data sensitive jobs will require credit checks.

This position is subject to a pre-employment criminal background, sex offender registry and financial history check and drug screening. A criminal conviction or arrest pending adjudication and/or adverse financial history information alone Shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background cheek and drug screening information will be used in a confidential, non-discriminatory manner consistent with state and Federal law.