



Position Title: ASAP Coordinator
Reports To: Program Director
Department: Division of Business and Economic Development
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

This position reports directly to the Accelerated Degree Completion Program Director. This position is primarily responsible for coordinating the evening and accelerated learning programs and special events such as workshops, seminars and conferences that are sponsored by the Division. A secondary goal of this position is to assist in program growth.

DUTIES AND RESPONSIBILITIES

- Assist Director in the coordinating, planning, advising, and registering of students in the college's adult accelerated degree completion program (ASAP)
- Teach 6 semester hours per academic year (3 per semester) in the ASAP program
- Work closely with Enrollment Management/Admissions and Financial Aid
- Responsible for ensuring students are properly enrolled and registered in appropriate courses
- Coordinate workshops, seminars and conferences pertaining to ASAP
- Coordinate all ASAP off campus corporate and community program operations and provide needed support services to students to ensure student success

MINIMUM QUALIFICATIONS

- Master's degree in Business Administration/management or related discipline
- Minimum of three years relevant work experience; College setting preferred but not required
- Teaching experience at the college level preferred
- Must be available to work evenings and occasional weekends

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with adult students
- Familiarity with college student advising and registration process
- Self-starter with an entrepreneurial mindset
- Ability to work in a multi-faceted environment
- Experience working with adult diverse populations
- Ability to work independently as well as with a team
- Excellent communication skills - written, verbal and interpersonal. Strong organizational skills
- Ability to compile information, analyze data and prepare planning and assessment reports
- Excellent attention to detail
- Proficiency in Microsoft Office, especially Excel

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please