

## **Path to Accelerated Completion and Employment (PACE) Grant Advisement and Placement Lead Job Description**

SAU Tech, along with all other two-year colleges in the state, has received a three-year U.S. Department of Labor grant (PACE grant) to improve and accelerate degree completion for students in certain targeted career and technical education (CTE) programs. To that end, the grant requires colleges to implement several promising student success strategies, including using technology to redesign student advising, tracking, and job placement processes and services to better support student success.

SAU Tech is seeking a .5 FTE Advisement and Placement Lead who will be responsible for implementing the redesign of student advising, tracking, and job placement systems under the grant.

More specifically, the Advisement and Placement Lead will be responsible for:

- leading a team of staff to examine current student advising, tracking and job placement systems and redesign such systems to provide individualized advising and guidance from admission to completion to employment for targeted CTE program students;
- coordinating the identification and incorporation of technology, particularly new technology, into redesigned systems to support student interest/aptitude assessments, CTE program course maps and completion plans, systematic degree and progress audits, early alert systems and interventions for struggling students, and continuous tracking of student activities and progress and ongoing communication with students particularly with regard to key milestones and decision points;
- coordinating the integrating prior learning assessment into redesigned advising systems;
- coordinating the development and launch of a Virtual Career Center in partnership with the local Workforce Investment Board, as described under the PACE grant, to enhance student job placement support;
- serve on regional committee of Advisement and Placement leads to help coordinate regional technical assistance coaching sessions and ensure college's particular technical assistance needs are being addressed by coaches;
- helping identify additional professional needs for college staff implanting redesigned advising, tracking and job placement systems and communicate those needs to AATYC;
- supporting college Project Coordinator to prepare all required PACE grant reports for AATYC and NWACC;
- serving on the college's PACE grant implementation team;
- examine college policies to further enhance the student success model;
- other duties as assigned.

Prefer current student services staff employee with the following preferred qualifications:

- 5+ years of management or executive level experience in student services;
- knowledge of college's student services organizational structure and procedures, and direct connection to top level administrators/decision-makers in this area;
- master's degree in advising, counseling or related field.
- demonstrated project management/grant management success;
- demonstrated written and verbal communication skills;
- demonstrated organizational and time management skills;
- demonstrated ability to work in teams;
- knowledge of current trends and best practices on student success models.