**College Connection Onsite Coordinator**

**Job Description**

**SALARY:** $32.60 per hour

**OPENING DATE:** 12/1/2021

**CLOSING DATE:** 12/22/2021 11:59 p.m.

**UNIT:** Unaffiliated (Part-time)

**DEPARTMENT:** Admissions

**REPORTS TO:** Director, Admissions and Recruitment

**PRINCIPAL RESPONSIBILITIES:**

1. Serves as a representative for Middlesex College in one or more high schools as assigned as an on-site resource and liaison to the College for high school administrators, staff, teachers, students, and their families.
2. Establishes rapport and maintains positive working relationships with high school administrators, teachers, staff, and teachers at the high school(s) where assigned.
3. Schedules and maintains regular office hours at the assigned high school(s).
4. In collaboration with full-time the College admissions and recruitment staff members, represents the College at college fairs and back-to-school events and offers workshops at the assigned high school(s) for the families of high school students on topics such as the college admissions process, paying for college, the FAFSA application process, and dual enrollment.
5. Assists high school students and their families at the assigned high school(s) with improving students' college and career readiness and in preparation for successful completion of the College dual enrollment courses at the high school and the College courses at the College or online.
6. Assists high school students and their families at the assigned high school(s) with the admissions and registration processes for the College dual enrollment courses.
7. Develops and delivers college academic advising and career guidance to high school students at the assigned high school(s), including appropriate referrals to the College and community resources.
8. Assists students at the assigned high school(s} in the development of the capacity for career self-evaluation, including how to research career options and assess their interests, values, aptitudes, and skills.
9. In conjunction with administrators and staff at the assigned high school(s), assists in the coordination of field trips to and tours of the College for high school students, teachers, and staff.
10. Educates students at the assigned high school(s) and their families about college options and the college admissions process, including application procedures, testing, and advising.
11. Educates students at the assigned high school(s) and their families about the NJ STARS program, the Community College Opportunity Grant, and 2+2 and other articulation agreements that the College has with four-year colleges and universities in New Jersey.
12. Establishes and maintains tracking and assessment processes and prepare reports as directed.
13. Maintains currency on the College academic programs, policies, procedures, and support services.
14. Maintains confidentiality of student records in compliance with the Family Educational Rights and Privacy Act as well as the College and high school policies and procedures.
15. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor's degree
* Experience working in a high school, college readiness program, or higher education environment
* Excellent verbal, written, and interpersonal communication skills
* Ability and willingness to travel throughout Middlesex County and beyond as assigned

**PREFERRED QUALIFICATIONS:**

* Master's degree
* Alumnus/Alumna of the College {or another community college)
* Bilingual (English and Spanish)
* Experience using Colleague

**SUPPLEMENTAL INFORMATION:**

**SCHEDULE:** 10-month position

Flexible schedule, up to 20 hours per week, with varied hours and to include days, evenings, and weekends as needed