NOTICE OF VACANCY

Position: Student Development Coordinator-Pathways to Success Project

Qualifications:
- Master’s degree or higher in education or related field;
- Three (3) years’ experience in instructional design or curriculum development, post-secondary preferred;
- Experience in services to at-risk students and low income students; advising experience preferred;
- Three (3) years’ experience with managing budgets and personnel;
- Experience with instructional technology;
- Experience in evaluation.

Principal Duties:
- Oversee daily activity implementation, ensure completion of strategies and accomplishment of annual activity objectives;
- Develop coaching and intervention processes for academically at-risk students;
- Hire, supervise and evaluate Success Coaches;
- Oversee pilots of coaching and other services;
- Develop career and transfer planning programming;
- Develop student skills-building workshops;
- Assist in evaluation data collection and analysis;
- Assist in institutionalizing student support systems;
- Other duties as assigned.

Salary: Commensurate with education and experience

Inquiries: Janet Wansick
VPAA
Phone: 918-465-1896

Application: Submit a letter of application, Eastern employment application, transcript(s) and resume to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-mail: jbills@eosc.edu
Fax: 918-465-4421
Website: www.eosc.edu
Phone: 918-465-1777

Closing Date: Review of applications will begin immediately.

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE) and Affirmative Action Employer (AAE)

10.08.15