

State of South Carolina

Academic Champion & Disabilities/Title IX Coordinator

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| SALARY | Depends on Qualifications | LOCATION | Bamberg County, SC |
| JOB TYPE | FTE - Full-Time | JOB NUMBER | 153170 |
| AGENCY | Denmark Technical College | DIVISION | Student Svcs-Counseling |
| OPENING DATE | 08/01/2023 | CLOSING DATE | Continuous |
| RESIDENCY REQUIREMENT | No | CLASS CODE: | CB70 |
| SLOT NUMBER: | 0000 | POSITION NUMBER: | 61130629/141990 |
| NORMAL WORK SCHEDULE: | Other | NORMAL WORK SCHEDULE (OTHER): | Monday - Thursday (8:00 am - 5:30pm); Friday (8:30 am - 12:00 noon) |
| PAY BAND | Band 5 | OPENING DATE | 08/01/2023 |
| EEO STATEMENT | Equal Opportunity Employer | AGENCY SPECIFIC APPLICATION PROCEDURES: | Please complete the State application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. Copies of unofficial college transcripts must be submitted for all positions that require a degree. Official transcripts will be required if offered the position. Denmark Technical College provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, -including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability. |
| VETERAN PREFERENCE STATEMENT | South Carolina is making our Veterans a priority for employment in state agencies and institutions. | | |

Job Responsibilities

Under the direct supervision of the Executive Director of Career and Student Success, the Academic Champion/Disability Services Coordinator serves as a service provider for students with documented disabilities both on campus and online to ensure equal access within the academic and campus life setting in accordance with the Rehabilitation Act Section 504, The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA). The Academic Champion/Disability Services Coordinator will also serve in the role as an academic advisor, instructor, monitor and case manager to provide resources and wraparound support to students to increase student success.

- Monitors student academic progress; analyzes progress and attendance reports from instructors; identifies potential needs or problem areas and refers students to appropriate campus resources for assistance and communicate findings. Identifies and responds to emotional disorders and makes the necessary referrals to the appropriate agency. Assists in articulating programs in schools, parent groups, faculty, and staff alike in the areas of professional growth for students and the institution. Identifies students at-risk for academic failure and develop and implement strategies to drive student success. Manages and communicates effectively academic suspension, and satisfactory academic progress policies.
- Maintains tracking systems of student contact and classifications for reporting purposes, such as facilitating academic workshops, teaching, reporting, participating in campus orientations, graduation and other activities as directed by supervisor. Provides career advisement for students to include: personal interest assessments, career identification and planning, job readiness assessments, job coaching, and job search training. Tracks program changes and maintains contact with department dean, students, and faculty, to give input to the department program changes that may adversely affect student progress and reports back to the Advising, Career, and Enrollment Management.
- Advises student on academic, career and personal issues. Identifies the educational and career options appropriate for each student and assists with the analysis of each option plan for the student to explore alternative majors.
- Administers, evaluates, and provides a conducive testing environment for applicants for the Accuplacer, WorKeys, and other mandatory assessments offered through the department. Coordinates testing services for students with disabilities and facilitating student access through the accommodation process. Provides assistive technology assistance to eligible students. Provides individual and/or group instruction for students with disabilities to promote the development of executive functioning and academic skills. Maintains strict confidentiality with respect to students who have disabilities.

Minimum and Additional Requirements

Bachelor's degree and experience in student services programs.

Preferred Qualifications

Master's degree preferred

Additional Comments

Occasional travel to other campuses and sites.

Agency

State of South Carolina

Agency

Denmark Technical College

Address

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Phone

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