**JOB DESCRIPTION**

**Position Title:** Student Support Coordinator for Transitions and Program Specialist

**Reports to:** Program Directors

**Status:** Full-time, 37.5 hours per week, 5 days per week, day and evening hours

**Salary Range:** $38,000 to 40,000

**Benefits:** Vacation, holidays, sick days, personal days, and retirement according to the guidelines in Vita’s Employment Policy Manual

**Summary of job:**

The Student Support Coordinator for Post-secondary Transition and Programs Specialist assists students with career exploration and application to postsecondary education, career training programs and for financial aid. Additionally, this position requires ongoing collaboration with directors and other coordinators to ensure the smooth running of programs and integration of students into classes.

**Responsibilities:**

* Research and develop presentations for Vita students about career pathways and related credentialing programs,
* Maintain relationships with workforce and postsecondary education and career training providers, and provide information to students,
* Participate in student registration and placement testing,
* Schedule presentations in ABE and ESL classes to inform students about career pathways and Vita’s support services,
* Meet with students; identify students who are ready for transitional services or career exploration,
* Help students create plans outlining steps to reach their educational and career goals,
* Monitor and support students in following transitional plans to assure a smooth entry into workforce or postsecondary placements; keep detailed case notes,
* Share transitional plans with directors and coordinators to align services,
* Track High School Equivalency students, and help compile statistics and organize end-of-year award celebrations,
* Obtain and submit documentation on transitioning students to the PA Dept. of Education,
* Provide support to students who have transitioned into the workforce or a postsecondary program for at least one year,
* Help respond to inquiries from potential volunteers and students,
* Help develop program year calendars and class schedules and prepare class registration schedules and materials,
* Help prepare class and tutor materials, and update Teachers’ Manual,
* Checks student files for completeness and accuracy and enter student information in the state database as needed,
* Attend staff meetings; help analyze student outcomes, and plan agency activities,
* Comply with Vita’s policies and procedures as specified in the Vita Employment Policy Manual and COVID-19 Safety Plan.
* Perform other duties as assigned.

**Qualifications**

* Bachelor’s Degree.
* Competence in using technology for in person and remote presentations, including. Internet, projectors, Google resources, Zoom meetings and Microsoft Office Suite
* Strong interpersonal, communication, writing and organizational skills.
* Ability to meet time-sensitive deadlines and maintain accurate documentation of activities.
* Maturity and sensitivity in working with diverse populations.
* Ability to plan and give clear, simple and visually appealing presentations to individuals with varying levels of literacy and English language skills.
* Ability to lift and move materials to presentation and meeting sites.
* Willingness and ability to travel in Bucks and surrounding counties as needed.
* PA child abuse, criminal, and FBI clearances. All clearances must be within one year of hire date.

**To Apply**

Submit the following to Mercedes Anderson, Executive Director, at [manderson@vitaeducation.org](mailto:manderson@vitaeducation.org)

* Cover letter
* Resume
* 2 references