

**An Equal Opportunity / Affirmative Action Employer**  
**PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:**     **May 29, 2020**

**POSITION:**           **Anticipated Opening**  
Troy Smart Scholars Student Support Liaison

**EFFECTIVE DATE:**     September 1, 2020 – June 30, 2021

**RESPONSIBILITIES:**

- Work with Smart Scholars Faculty and the program Director to implement guidelines, standards and criteria related to the students' eligibility for enrollment in different types of college courses.
- Participate in the creation and implementation of annual orientation programs for students and parents, outlining expectations, procedures, policies and criteria for the students' successful completion of the college coursework.
- Maintain student files, which include updated contact information, registration materials, student transcripts, state test results, and signed copies of student contracts (i.e., knowledge and agreement of student expectations and responsibilities in the successful completion of coursework, and in classroom behavior and participation).
- Work with the Smart Scholars Program Director to Coordinate students' targeted intervention needs between the college partner and the high school staff academic and social support systems, such as tutoring, counseling, mentoring, assistance with completing any necessary applications, etc.
- Participate in weekly meetings with the Program Director and other staff.
- Attend relevant professional development
- Assist in identifying programs to meet identified student needs
- Create and implement student achievement recognition for students' success in their college's coursework.
- Collaborate with the school on the monitoring and evaluation of program data as well as data from the city and state examinations
- Assess student progress and make recommendations to improve student achievement in order to fulfill the school's mission

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree;
- 4 years' relevant experience with high school students;
- Strong communications skills, both written and verbal;
- Demonstrated mastery of relevant technological capacities (e.g. Microsoft Office Suite)
- Ability to master college technical systems

**PREFERRED QUALIFICATIONS:**

- Master's degree in education, public affairs, or related field and/or a state teacher certification
- 2-3 years working in an urban school setting
- Experience working in higher education

**SALARY:**               \$2,500 stipend

**CLOSING DATE:**       **June 1, 2020**

Please e-mail a letter of interest (*including the posting #*) and a list of four (4) references to:

[humanresources@troycsd.org](mailto:humanresources@troycsd.org)

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.