Coordinator, ACES Career Readiness Programs

Payroll Title: Coordinator
Functional Title: Coordinator, ACES Career Readiness Programs
Category: Exempt, Contingent 1 Contractual
Location: The Universities at Shady Grove, Rockville, MD 20850
Posting Date: 09/15/2021
Closing Date: 09/30/2021

Position Information:

Achieving Collegiate Excellence and Success (ACES) is a partnership between the Universities at Shady Grove (USG), Montgomery County Public Schools (MCPS), and Montgomery College (MC) to increase baccalaureate degree attainment and career-readiness among underrepresented students, especially African American and Hispanic youth.

This position will assist USG’s Achieving Collegiate Excellence and Success (ACES) Program to maintain an appropriate level of staffing and student support while a search for a permanent ACES Success Coordinator is conducted. The Coordinator will collaborate with Montgomery College and the Montgomery County Public School system to assist in coordination and facilitation of institutional transfer access programs that offer students a structured, guaranteed pathway for attaining a four-year baccalaureate degree. Duties of this Contingent 1 Contractual position include:

➢ Work with institutional partners to connect USG to the Achieving Collegiate Excellence and Success (ACES) partnership program initiatives and work with ACES students and families.
➢ Coordinate and facilitate ACES events and activities at USG
➢ Promote USG Campus and Community engagement to ACES students at USG
➢ Provide wraparound supports to ACES students such as financial literacy, academic/career coaching, basic needs referrals, and scholarship support.
➢ Coordinate and facilitate general and specific USG recruitment and information sessions on and off USG campus.
### Essential Duties and Responsibilities

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| 35%       | ➢ Support and advise ACES students through a case management based framework to ensure ACES students successfully transition to The Universities at Shady Grove, complete their academic programs, and are career-ready;  
            ➢ Develop and provide resources that will assist ACES students during their time at USG;  
            ➢ Track interactions and compile usage reports as needed. |
| 35%       | ➢ Collaborate with Montgomery College and Montgomery County Public Schools to plan and execute programming for ACES students;  
            ➢ Collaborate with institutional partners to ensure their participation in USG’s ACES partnership program initiatives;  
            ➢ Co-plan and execute ACES programming at USG including but not limited to career readiness programming, orientation, and student life events;  
            ➢ Track and manage ACES specific budgeted events to ensure appropriate spending in accordance with USG policy. |
| 20%       | ➢ Promote USG and its services to ACES students, families, and support staff.  
            ➢ Present general and specific USG recruitment and information sessions on and off USG campus  
            ➢ Conduct prospective advising appointments for MCPS and MC ACES students  
            ➢ Represent USG ACES at pathway committee and team meetings |
| 10%       | ➢ Support general ACES needs related to operations, recruitment, and budgeting |

### Minimum Qualifications:

**Required Education:**

- Bachelor’s degree

**Required Experience:**

- 1-2 years of progressive professional experience

**Knowledge, Skills, and Abilities:**

Knowledge of youth development and knowledge of case management, career and/or academic coaching
Knowledge of student support services

Public speaking skills

Program facilitation skills

**Physical Demands**

Extended periods of computer work, physical activities include set up and break down of events, and standing for long periods of time. Travel to attend meetings on campus and/or off-campus.

**Additional Information**

To apply for this contractual position, please email Ms. Sara Wells a copy of your resume along with cover letter.

**Email:** swells12@umd.edu

Thank you!