



## JOB DESCRIPTION

**TITLE:** Achieve Program Coordinator  
**DEPARTMENT:** Academic Affairs  
**REPORTS TO:** Director of the Achieve Program  
**SUPERVISES:** N/A  
**STATUS:** Full-time Non-Exempt  
**CLASSIFICATION:** Administration  
**F.T.E:** 10 month position (August 1 – May 31)  
**SALARY RANGE:** \$37,500 - \$40,000

**Mission Statement:** “Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”

**Villa Maria College Core Values:** “Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”

### **POSITION SUMMARY:**

The Achieve Program Coordinator supports students in the College’s specialized program for students with learning differences, the Achieve Program. The Coordinator is responsible, under the direction of the Director, for implementing the program’s services, creating staff and student schedules, communicating announcements/reminders to students regarding upcoming events, organizing and leading team meetings, assessing the program’s effectiveness, and collaborating to ensure the success of the program. The coordinator must possess a strong ability to build rapport, trust, and open communication with students of varying backgrounds, needs and skills; and must be willing to be readily available to support students.

### **ESSENTIAL RESPONSIBILITIES:**

- Develop, create, and implement learning sessions for all first year students;
- Collaborate and assist in the retention of Achieve students;
- Advise students, parents, faculty, and staff on disability related accommodations and concerns;
- Maintain a caseload of Achieve students for check-in meetings;
- Meet and strategize with students regarding quarter term and midterm feedback;
- Serve as academic advisor to all first year Achieve students;
- Develop student and staff schedules in conjunction with the Achieve team;

- Support the Director in the development of programs and presentations regarding disability related issues and Executive Function support;
- Provide training to Achieve students and staff on available assistive technology;
- Maintain records of assistive technology use;
- Maintain schedule of Achieve students accommodated tests in conjunction with Achieve staff;
- Plan and facilitate Achieve Kick-Off for Achieve students;
- Support the philosophy and objectives of the College;
- Other duties as assigned to meet the mission of the College; and
- Assume additional responsibilities as assigned by the Director of the Achieve program.

**ESSENTIAL QUALIFICATIONS:**

- Master’s degree in Education, Counseling, Psychology, Higher Education or other closely related field or Bachelor’s degree in Education, Counseling, Psychology or other closely related field with experience (minimum qualification);
- Knowledge of federal and state legislation related to students with disabilities in higher education;
- Exemplary organization, communication & leadership skills;
- Ability to plan, strategize, and coordinate effectively;
- Previous experience working with students with disabilities (post-secondary experience preferred); and
- Knowledge of adaptive equipment, assistive technology, and laws related to accommodations for students with learning differences (preferred qualification).

**ESSENTIAL FUNCTIONS:**

- Professional office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employee’s Signature

\_\_\_\_\_  
Date

Achieve Program Coordinator

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*