



JOB TITLE: Case Management Coordinator

REPORTS TO: Learning Support Division Director & Title III Project Director

DEPARTMENT: Academics

START DATE: Immediately

CLASSIFICATION: Full-Time Staff

SALARY: Negotiable

General Function: Support Andrew College Students within the Comprehensive Case Management System, provide services to students that will encourage them to continue education and prosper.

Duties and Responsibilities:

- Under the Division Project Director, lead the development and use of the Comprehensive Case Management System (Objective 2.1 of the Title III grant).
- Coordinate the development of the capacity at Andrew College to create and use Predictive Analytics to improve student placement and services.
- Coordinate the building of a Comprehensive Assessment system using multiple metrics to improve student placement, coaching, and tracking.
- Develop and coordinate Andrew's new Mentoring System to improve student advising services and work with the Student Education Career Success Plans
- Develop and run the eMentoring program.
- Report weekly to Title III Coordinator concerning objectives, expenditures, equipment, and project performance.
- Comply with College, State, and Federal policies and procedures.
- Other duties as assigned.

Minimum Requirements: Master's degree in education or similar field, doctorate preferred. College/university teaching and coordination experience supporting a variety of student learning services; proven record of working effectively with diverse programs, constituencies, and stakeholders. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

Office environment with minimum 25 pounds lifting required.

Applicants should submit a cover letter, resume, unofficial transcripts, & three references to:
Jennifer Mitchell, Director of Human Resources
jennifermitchell@andrewcollege.edu

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.