



**COORDINATOR OF STUDENT SERVICES AT BC3 @ BROCKWAY
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Coordinator of Student Services at BC3 @ Brockway. This is a temporary full-time, grant-funded position that will begin immediately and continue as long as grant funds are available to support this position. Flexible work schedule needed to support the hours of operation of the Brockway location. Evening hours required, occasional weekend hours may be needed. Work hours and days will vary based on need.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. Our BC3 @ Brockway site is located in Brockway, PA and is the region's only community college serving Clarion, Clearfield, Elk, & Jefferson counties.

BC3 employs approximately 1,250 full- and part-time employees. BC3 has 55 career and transfer programs, with unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training. The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape. BC3 was named the #1 community college in Pennsylvania by Schools.com for the third consecutive ranking. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Director of BC3 @ Brockway, the Coordinator of Student Services is responsible for assisting the Director of BC3 @ Brockway in providing student services to both new and returning credit and non-credit students attending BC3. The Coordinator of Student Services will oversee BC3 @ Brockway's academic and career planning services, tutoring, student testing, and orientation activities. Duties will also include, but are not limited to: advising and registration; placement testing; recruitment; student activities; computer technology troubleshooting; office administration; building supervision; problem resolution; lifelong learning class coordination, and tutor coordination. Bachelor's Degree from an accredited institution required, major in Business, Education, Psychology, or related field preferred. Master's Degree from an accredited institution in Student Affairs in Higher Education, Higher Education, or related field preferred. Three years' experience in higher education, counseling, educational administration or related field required. Student affairs administration or academic advising experience preferred. Must possess and maintain a valid driver's license.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants [currently](#) employed by Butler County Community College must authorize in [writing](#) that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger
Interim Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.