Academic Navigator

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TEXAS A&M UNIVERSITY
SAN ANTONIO

Job Title
Academic Navigator

Agency
Texas A&M University - San Antonio

Department
Department of Educator & Leadership Preparation

Proposed Minimum Salary
Commensurate

Job Location
San Antonio, Texas

Job Type
Staff

Job Description
The Academic Navigator, under general supervision, will be responsible for developing and teaching stackable micro-credentials for the Alamo Bridges program, an innovative, evidence based rehabilitation training program at Texas A&M University-San Antonio (A&M-SA) that empowers vocational transition professionals and paraprofessionals to effectively support Texans with disabilities in achieving meaningful employment and independent living outcomes. The Academic Navigator will be developing and coordinating academic learning experiences for Alamo Bridges participants during the funding period. The Academic Navigator will be responsible for professional development for program participants and serving as the primary point of contact for participants' academic success. The Academic Navigator will act as an advisor and coordinate with all other members of the team to ensure the participants' course of study is mapped to support their short- and long-term goals. The Academic Navigator will provide guidance on academics and academic support for career readiness. This position will coordinate with the Mays Center to provide curricular and other relevant training to all Alamo Bridges participants. In collaboration with the team, the Academic Navigator will assist with identification, recruitment, and reconnection of the Alamo Bridges participants. This position reports directly to the Alamo Bridges Project Coordinator.

Position Hours: This position is 100% on-site at our San Antonio campus; remote or hybrid work is not available. This position typically works Monday - Friday; 8 a.m. - 5 p.m. May work beyond normal office hours to include evenings and weekends.

This is a grant-funded position. This is a grant-funded position that is based on the continuation of the grant (for up to five years).

Responsibilities:

- Developing and teaching the micro-credentialing modules.
- Serving as an advisor and the primary contact for participants.
- Designing hands-on trainings and training modules to support practice and application of tools in real-world situations.
- Designing/developing products enhance accessibility, education, and employment for participants.
- Working with the A&M-SA Office of Student Academic Success, coordinating student learning and developing a course of study, and providing guidance on academic supports for career readiness.
- Developing and implementing AT & AI strategies and embedding them throughout the Alamo Bridges activities (e.g., micro-credentialing, professional development products/materials).
- Develop procedures for specialized functions to enhance program delivery.

- Coordinate, develop and maintain outward facing program information and materials for dissemination (e.g., website, newsletter, marketing).
- Assisting with identification, recruitment, and reconnection of the Alamo Bridges participants.
- Collect and maintain a variety of program, research and evaluation data including academic/program records & reports.
- Support program events, meetings and activities.
- Perform other duties as assigned.

This list does not include all responsibilities for this position. Additional duties may be assigned based on the program's needs.

Required Education and Education:

- Bachelor's degree or higher in related field.
- Two (2) years of related experience.

Preferred Education and Experience:

- Master's degree in vocational rehabilitation, education, special education, counseling, or field related to program goals and objectives.
- Three (3) to five (5) years of related experience in the field of vocational rehabilitation, transition, and/or special education with a focus on disability support and career services.
- Experience working with adult learners, developing curricula, and coordinating educational experiences related to special education, transition, or vocational rehabilitation.
- Experience developing curricula, planning learning activities, and coordinating educational experiences related to higher education, vocational rehabilitation, and transition for students with disabilities.
- Experience in the development of cooperative relationships among faculty, staff, administration, university leadership, vocational rehabilitation agencies, school districts, and community partners.
- Experience with post-secondary/transition education programs, special education, or disability support services.
- Experience working with students representing the regional and state-wide communities.

Knowledge, Skills, and Abilities:

- Knowledge and experience in curriculum development, adult education and career skill development, including coordinating and monitoring adult learner experiences.
- Proven track record of excellence in instruction, vocational rehabilitation initiatives, and professional development.
- Strong organizational planning, time management, and problem-solving skills.

- Excellent verbal, written, and interpersonal communication skills, including the ability to interact with students and families.
- Curriculum design, academic and career skill development, and instructional support for varied learner needs.
- Develop visual aids and other instructional materials to meet specific training needs while effectively instructing and supervising program participants.
- Instruct and supervise program participants.
- Develop effective relationships among faculty, staff, university leadership, and community partners.
- Work collaboratively and maintain positive relationships with students, staff, faculty, university administrators, and a wide variety of community stakeholders.
- Prepare and maintain accurate student data and program records.
- Maintain confidentiality, manage sensitive information appropriately, and work effectively in a high-stress or dynamic environment.
- Proficiency in Microsoft Office Suite, database applications, and other computer software.
- Commitment to academic excellence and support of student success.

Applicant Instructions:
Please make sure to provide the following documents:

- Cover Letter
- Resume / CV
- Three (3) Professional References

For detailed instructions on how to apply for any position on our website, please use the following link:
http://www.tamusa.edu/humanresources/job-opportunities/index.html

Summary of Employee Benefits:
www.tamusa.edu/human-resources/documents/Summary-of-Employees-Benefits1.pdf

Texas A&M University-San Antonio values community engagement and encourages applicants who are committed to advancing the well-being and prosperity of our communities.

Please ensure that all required documents are uploaded prior to submitting the application. Once the application is submitted, no changes or revisions can be made. If you have issues with adding documents to your application, please contact HR at 210-784-2058.

In compliance with ADA, if accommodations are needed for the application process, please contact HR at (210) 784-2058.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Veterans/Disability Employer.
Texas A&M-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, or veteran status.
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