

VACANCY

Evening Support Coordinator



The Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Evening Support Coordinator. The appointment for the position is expected to take effect from 2nd January 2025.

The job carries the responsibilities of providing technical advice, guidance, support and direction to adjunct lecturers to ensure the achievement of desired productivity levels and work targets, particularly during the evening sessions. Expected hours of work are 5:00 p.m. to 8:30 p.m., Monday to Friday.

Key functions of the role:

- Collect, manage and distribute resources to lecturers and students.
- Liaise with lecturers on a regular basis to facilitate the achievement of established programme objectives.
- Assist with the authentication of lecturers' time logs and attendance;

Personal and Professional Requirements:

The Evening Support Coordinator should be a skilled organiser and be competent in written and oral communication; should be approachable and possess basic understanding of report writing, record taking; and in communicating information to relevant administrative personnel.

Remuneration:

EC\$1,600 per month

Applications should be addressed to:

Human Resource Manager, The Valley, Anguilla
Email: Bernice.edwards@acc.edu.ai
Telephone: (264) 498-8395 / 497-2538
Office Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

Applications should be received by the 11th November 2024. The application should include:

1. A letter of interest specifically addressing the applicant's background in relation to qualifications described (not more than two pages);
2. A current resume or curriculum vitae;
3. Certified copies of educational qualifications; and
4. Two professional references (one of which should be from a current supervisor) with each referee's position, office or home address, email address and telephone numbers.

For additional information about the College and for a complete job description please send your request to Bernice.edwards@acc.edu.ai

