



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Program Support Specialist-Liberal Arts & Humanities

Department: Prison Education Program

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: \$45,000/year and non-negotiable-3-year position. Grant funded.

Work Schedule: Full-Time

Reports to: Prison Education Director

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Program Support Specialist provides comprehensive operational and administrative support for the launch and implementation of the **Liberal Arts & Humanities** initiative designed to deepen the liberal arts experience for incarcerated students pursuing an **Associate of Arts in Entrepreneurial Studies** across **nine Arkansas correctional facilities**. This position plays a critical role in ensuring the smooth day-to-day operations of the program by coordinating logistics, communication, instructional support, and data tracking in collaboration with instructional staff, correctional facilities, and project leadership.

RESPONSIBILITIES

Program Operations & Logistics

- Manage day-to-day operational needs of the Liberal Arts & Humanities initiative across multiple correctional facilities.
- Coordinate scheduling and logistics for lectures, guest speakers, advisory council meetings, and curriculum review activities.
- Ensure timely coordination of space, access approvals, and materials in compliance with correctional facility protocols.

Communication & Coordination

- Maintain clear, consistent communication regarding schedules, program updates, and logistical requirements.
- Support instructors and facilitators with scheduling, classroom access, and instructional coordination.

Instructional & Material Support

- Oversee the preparation and delivery of instructional materials to participating facilities.
- Maintain accurate records of course schedules, rosters, and instructional resources.
- Assist in ensuring students are prepared and supported for program participation.

Data Tracking & Evaluation Support

- Track participation data, attendance, and program engagement across all sites.
- Assist with data collection and documentation to support program evaluation and reporting requirements.
- Support assessment and continuous improvement efforts by compiling feedback and operational insights.

Administrative Support

- Maintain organized records related to program activities, meetings, and communications.
- Assist project leadership with reporting, documentation, and compliance-related tasks as needed.
- Perform additional duties to support successful program implementation and sustainability.

EDUCATION and/or EXPERIENCE:

Required Qualifications

- Associate's degree required; Bachelor's degree preferred in education, social sciences, public administration, or a related field.
- Experience providing administrative or program support, preferably in education, nonprofit, or correctional education settings.
- Strong organizational skills with the ability to manage multiple schedules and priorities.
- Excellent written and verbal communication skills.
- Proficiency with basic data tracking, spreadsheets, and document management systems.

Preferred Qualifications

- Experience working with incarcerated or justice-impacted populations.
- Familiarity with postsecondary education programs, liberal arts curricula, or grant-funded initiatives.
- Ability to work effectively across institutions with differing policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- High attention to detail and strong follow-through.
- Ability to work independently while collaborating with a diverse group of stakeholders.
- Professional discretion and sensitivity when working in correctional environments.
- Commitment to educational equity and access for incarcerated students.

WORK ENVIRONMENT:

- Will require travel to correctional sites and flexibility in scheduling to accommodate facility operations.

REQUIRED TESTING: Alcohol and Drug Test; Background Check