## WHAT DOES A HIGH SCHOOL LIAISON DO?

- Serves as an information resource for ECS program, policies, procedures, and materials.
- Maintains a positive relationship between high schools and ACC.
- Develops, coordinates, and evaluates ECS services on high school campus.
- Coordinates and delivers on site services, such as admissions, testing, and academic advising.
- Develops restricted ACC classes held on a high school campus; assists with promotion and recruitment of faculty where needed.
- Serves as primary contact for ACC faculty teaching on a high school campus.
- Creates recruitment and advising materials for assigned high schools.
- Assists student with registration problems.
- Recruits for eligible adjunct faculty within assigned high schools.

We want to ensure that your question or problem is addressed as soon as possible. Please check with your liaison first. If you cannot easily reach your liaison, then don’t hesitate to call the ECS Office, Mison, or Pat.