

# JOB DESCRIPTION



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**Position Title:** MOS Credentialing Coordinator

**Department:** Military Programs

**Employment Category:** Exempt Staff

**Primary Location:** Fort Huachuca

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** EX10

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**Position Summary:** The MOS Credentialing Coordinator is responsible for managing the Military Occupational Specialty (MOS) Credentialing program, developing curriculum, performing quality assurance checks on all credentialed programs, recruiting program faculty, conducting student recruitment briefs, and supervising program staff.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Serves as liaison between the college and military training schools; schedules and performs informative briefings with students; recruits, admits, registers, and assesses MOS Credentialing program students; collects and posts student fees; monitors grade input for all training program participants; generates monthly, quarterly and annual reports; provides transcripts for graduating students

Works closely with military and civilian training specialists at all brigade levels in the development and recertification of programs, which recognize and credit military training; ensures all credentialed program instructors maintain credentials required

Develops and maintains procedures for the efficient and effective delivery of services; markets the program and assists in assessing program requirements, degree development and educational opportunities; conducts general program advising to individual and large groups of students; corresponds with students world-wide regarding the program; coordinates the execution of the program with department staff

Supervises program staff, including hiring, evaluating, training, scheduling, and assigning tasks; assists the center director and staff with providing faculty and student support services to include evaluations and academic advising; assumes supervisory duties of the department facilities, staff, and instructors during the Directors absence

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public.

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Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Four years of related experience

Ability to pass a comprehensive background screening required to obtain Fort Huachuca access badge

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of Army intelligence occupational specialties preferred

Knowledge of college operational practices, policies and procedures, and the ability to follow them

Knowledge of the proper operation of and the ability to use personal computers and job-related software, including Microsoft Office Suite and other job specific software

Knowledge of academic and/or career counseling techniques

Knowledge of supervisory practices, principles, and techniques

Effective interpersonal communication and cooperative problem-solving skills and the ability to exhibit effective telephone etiquette and basic public relations skills

Knowledge of techniques used to conduct community outreach activities

Knowledge of Servicemembers Opportunity College Degree Programs (SOC) and GoArmyEd Tuition Assistance portal

Skill in supervisory practices and techniques

Skill in coordinating and prioritizing competing demands

Skill in the use of computerized tracking and databases systems

Skill in planning, organizing and coordinating activities related to assigned work

Skill in designing and writing promotional materials

Skill in developing recruitment strategies

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Skill evaluating a student's academic interests and desires and formulating a plan designed to assist the student in achieving their goals

Skill in setting up and maintaining detailed records

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone

Ability to speak in public and to develop and deliver presentations

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently in meeting various time deadlines and work pressures with frequent interruptions

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Ability to read and interpret regulations related to academic programs and student requirements for participation in various programs

Ability to establish and maintain effective working relationships with department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Work is on a flexible schedule involving early morning, evening, and weekend work.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Director of Military Programs

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.