

JOB DESCRIPTION



Position Title: Early College Specialist [P000293]

Department: Outreach

Employment Category: Non-Exempt Staff

Primary Location: Districtwide
Based on the Sierra Vista Campus

FLSA Classification: Non-exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months

Pay Grade: NE06

Position Summary: The Early College Specialist is responsible for providing support services to department staff and to concurrent high school students, internal and external K-12 partners, and for assisting with the coordination of on-campus, non-credit K-12 grade STEM career exploration activities.

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:

Supports concurrent high school students through the enrollment process, including the collection and data entry of admissions, registration, payment information, provides guidance on placement processes; proctors placement testing as needed, facilitates registration; provides informational presentations; articulates programs and identifies course offerings, assists departments with class schedule coordination; supports Cochise Technology District (CTD) on-campus programming

Assists with the coordination of on-campus, non-credit STEM, workforce and related programming for grades K-12; responsible for the development and implementation of program offerings, provides classroom support, coordinates classrooms, transportation, equipment/supplies; recruits, orients, and supports instructors; works closely with CLL for non-credit enrollment processes; works collaboratively with departments and staff to develop course offerings

Establishes and maintains effective communication with college staff to ensure program effectiveness; provides organization support to the division by maintaining and tracking information, ensures data integrity, compiles reports, maintains enrollment records; makes recommendations for process improvements and enrollment guidelines as needed; assists with development and implementation of new programs and course offerings, assists with budget proposals and management; participates in data collection, analysis and distribution of results

Serves as liaison with students, families and schools to ensure maximization of services; maintains social media presence for non-credit youth programming; assists with the development of marketing materials for concurrent opportunities

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

Education and Experience Requirements:

Associates degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.

JOB DESCRIPTION



Three years' full-time, professional related experience, preferably in an educational setting

Ability to obtain an AZ Department of Public Safety Fingerprint Clearance Card

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

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of budget preparation, monitoring and administration

Knowledge of admissions and concurrent enrollment practices utilized in a community college setting

Knowledge of secondary non-credit programming

Knowledge of diagnostic tests used to assess preparation for college study

Knowledge of Arizona's Career and Technical Education Program requirements and sequence of courses

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Ellucian Banner

Skill in gathering and analyzing statistical data and generating reports

Skill in presenting information to groups of varying sizes

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

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 while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

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

Work Environment: Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Occasional travel, evening and weekend work may be required.

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

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing
Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

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

Reports to: Director of Early College 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.