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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Project Coordinator, MoSTEM WINS Grant **STATUS:** Full-time, Grant Funded

**DEPARTMENT:** External Relations **FLSA:** Exempt

**LOCATION:** Main Campus **LEVEL:** 203

**REPORTS TO:**  Vice President, External Relations **DATE:**  07/13/16

**POSITION SUMMARY:** The position will assist in coordinating MoSTEM WINs grant efforts, including oversight of grant training, instructional and recruiting programs. The position will also provide assessment, retention and career guidance services to interested/eligible individuals.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Bachelor’s degree required; Master’s degree preferred in computer science, computer information systems, information technology or related discipline; minimum of one year of industry experience in an information technology role.

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee’s supervisor.*

* Work with local and regional business and industry to identify training opportunities; recruit participants to MoSTEM WINs programming and work to meet workforce training needs in IT and CIS fields.
* Create and maintain a localized CIS/IT industry profile (employers, wages, positions and required credentials). Provide students with career and job information related to the industry.
* Assist grant faculty in providing meaningful learning and support activities leading to industry recognized certifications such as CompTIA, A+, Cisco CCNA, Microsoft Serve, CAPM and CIW Web Foundations.
* Work with local and regional employers to provide clear information on program pathways.
* Assess program applicants for MO STEM Wins eligibility, oversee intake/enrollment process, and work with college staff in the enrollment process.
* Responsible for compliance and reporting of grant activities, student data, certification results and all other data points required of the grant.
* Maintain appropriate records and student files; serve as career and academic advisor to students enrolled in the program as needed. Complete meaningful case notes on each participant to track and document grant participant progress and outcomes.
* Provide oversight of instructional space; assist in acquisition of materials needed in support of the grant activities.
* Work to build transition and coordination between non-credit and credit programs including stackable credentials and career pathways for students in information technology.
* Coordinate WorkKeys testing in compliance with ACT, DWD and ECC testing requirements.
* Review and explain assessment results, including occupational standards and how the NCRC may be used in career planning and the attainment of employment with each examinee after testing.
* Work closely with college staff to place grant participants in internships or other work experience. Assist grant participants in securing a job.
* Collaboratively work with area career centers and departments on ECC’s campus to enhance employment opportunities for students.
* Assist in hiring, evaluating and supervising qualified support employees, if needed.
* Must have the ability to communicate clearly and concisely, both orally and in writing and have well-developed public speaking and presentation skills; must have a valid Missouri Driver's License.
* Market and promote East Central College students and programs to local business and industry.
* Adjustment of hours involving evening and/or weekend work may be required.
* Participate on college committees and professional organizations, as appropriate.
* Develop and monitor program budget in conjunction with the MoSTEM grant lead.
* Initiate and process forms such as purchase orders, requisitions, printing requests, facilities, work orders; Web Help Desk requests; reimbursement vouchers, etc.
* Ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), and other applicable laws pertaining to employment and education; ability to present materials effectively to individual students or groups; ability to provide quiet, secure atmosphere for testing; some knowledge of ADA regulations with regards to making referrals and providing necessary accommodations. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; ability to work accurately and efficiently in a fast paced environment with frequent interruptions; ability to use independent judgment and discretion; ability to manage multiple projects; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. Position may require travel; position may require flexible schedule to work evenings and/or weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**Signatures:**

I have read and reviewed the above I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION:**  *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* [*hrnotice@eastcentral.edu*](mailto:hrnotice@eastcentral.edu)*.*