

**JOB TITLE:** Project Coordinator, SkillUP Program  
**DEPARTMENT:** External Relations  
**LOCATION:** Main Campus  
**REPORTS TO:** Vice President, External Relations

**STATUS:** Full-time, Grant Funded  
**FLSA:** Exempt  
**LEVEL:** 203  
**DATE:** 09/24/18

**POSITION SUMMARY:** The position will coordinate the SkillUP program efforts including outreach, recruitment and instructional/program development. 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; minimum of one year of industry experience in workplace development programs.

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

- Work with eligible food stamp recipients to successfully complete short-term workplace training programs through the SkillUP program.
- Meet or exceed the SkillUP participant goal as described in the grant program.
- Work to develop individual employment plans with SkillUP participant.
- Work with ECC Center for Workforce Development department to register, schedule and develop workforce placement training programs for eligible participants.
- Collaboratively work with area career centers, workforce investment boards, Family Services division, MCCA and other community partners to enhance employment opportunities for students.
- Assess program applicants with SkillUp program eligibility and program funding; oversee intake/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.
- Work closely with college staff to place grant participants in internships or other work experience.
- 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.
- 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 SkillUp program budget; submit necessary SkillUp reimbursement paperwork to appropriate SkillUP fiduciary agent monthly.
- Initiate and process forms such as purchase orders, requisitions, printing requests, facilities, work orders; Web Help Desk requests; reimbursement vouchers, etc.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, 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 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.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity 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 prioritize and delegate projects; 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; 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:** Utilize current 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.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** I have read the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *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 at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*