

**JOB TITLE:** Specialist, SkillUP Program -Part-Time  
**DEPARTMENT:** External Relations  
**LOCATION:** Rolla  
**REPORTS TO:** Project Coordinator, SkillUP Program

**STATUS:** Part-time, Grant Funded  
**FLSA:** Non-exempt  
**LEVEL:** 104  
**DATE:** 08/5/19

**POSITION SUMMARY:** The position will assist in the coordination of the SkillUP program efforts in the Phelps county area including outreach and recruitment of SkillUp eligible participants. 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.)* Associate'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 SNAP (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 for each SkillUP participant.
- Register and schedule eligible SkillUp participants in workforce training programs.
- Assess applicants for SkillUp program eligibility and program funding.
- Collaboratively work with the Rolla career center and other community partners to enhance employment opportunities for students.
- 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.
- Must have the ability to communicate clearly and concisely, both orally and in writing and have well-developed public speaking and presentation skills.
- Adjustment of hours involving evening and/or weekend work may be required.
- Conduct college business in a professional and ethical manner.
- 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; 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.

**COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity to exchange ideas, information, and opinions with 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.

**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.

---

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.*