College & Career Pathways Coordinator

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified grant funded position. The domiciled campus it to be determined. The position is open to internal applicants only. **As the position is grant funded should the grant funds no longer be available and if alternate funding could not be secured, then the position would be eliminated.**

Applications will be accepted until position is filled, with preference being given to those received on or before June 22, 2024. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Please submit: (1) a letter of application, (2) a resume and (3) official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

JOB SUMMARY:

The College and Career Pathways Coordinator will develop, articulate, and coordinate an evolving range of guided career pathways for adult learners enrolled in the Adult Basic Education department of Northshore Technical Community College in consultation with the Director of Adult Education. These guided career pathways may extend to the Adult Education program, Workforce Department programs, and NTCC credit and non-credit based programs.

RESPONSIBILITIES:

College and Career Pathway Development

- Co-Designing and co-developing guided college and career pathways in consultation with the WorkReadyU program director, assistant director, lead faculty, and/or other designated individuals leading to improved career opportunities and outcomes for adult learners who do not have a high school diploma at multiple skills and educational levels, and/or demonstrate a need for adult basic education and literacy services
- Analyzing regional labor market data, education and training options for adult learners
- Researching the specific technical proficiencies, workforce competencies, and workforce essential skills needed for career growth and development in adult learners
- Recommending academic and curricular approaches and materials to improve adult learner learning outcomes
- Co-developing frameworks for adult learners improving college and career readiness skills while pursuing micro credentials, stackable credentials, credit and non-credit (workforce),
Industry Based Credentials leading to high wage, high wage career opportunities via high school equivalency co-enrollment and post completion.

- Provide research, analysis and assistance in career pathway resource development activities.
- Perform related duties as assigned

**College and Career Pathway Coordination**

- Provide coordination of adult learners interested and enrolled in college and career pathways programs and services; screen student eligibility and provide students with accurate and timely program information; maintain accurate student case management notes and records.
- Track and maintain accurate records that meet grant regulations under the supervision of the WorkReadyU Director; produce, update, maintain and submit a variety of comprehensive performance summary and accountability reports, quarterly and year-end reports, and personnel reports.
- Co-plan, organize and execute special events and workshops for prospective and current students/participants; determine and secure event locations; produce, set-up, scheduling or other pertinent arrangements in collaboration with the NTCC WorkReadyU Director, NTCC Career Services, and NTCC Workforce Development.
- Inform and coordinate the design and development of career pathway and grant-funded program student support services.
- Perform related duties as assigned

**Knowledge of:**

1. Principles and practices of planning, coordination, organization and implementation of Pathways/Career Technical Education/Workforce Development programs; and grant/program funding guidelines/regulations for state, federal and foundation grants.
2. LCTCS and NTCC WorkReadyU policies and procedures related to assigned areas of responsibility.
3. Regional and local economy and labor market trends.
4. Government and community resources available to student/participants.
5. Research methodologies and data analysis techniques to assist in grant writing and report development.
6. Standard business and educational software, including word processing, data base and spreadsheet programs to access and enter data accurately and to develop assigned records, reports and other documents.

**Ability to:**

1. Plan, organize, coordinate, implement and evaluate, activities and services of an adult basic education, literacy, and high school equivalency based college and career pathway offerings.
2. Work well in a team environment and with students, handle multiple assignments and meet deadlines, and integrate services from different departments and programs into coordinated pathways for students.
3. Prepare accurate, clear, concise and comprehensive correspondence, reports, studies and other written materials and to collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form and create required reports.
4. Coordinate program activities with multiple stakeholders to ensure agreement and consensus.
5. Oversee maintenance of confidential and specialized program and student/participant records and files.
6. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
7. Competently use research tools and methodologies.
8. Understand, interpret and respond to internal and external student and partnering organization needs and expectations.
9. Communicate effectively and appropriately orally and in writing to both internal and external program stakeholders.
10. Ensure the maintenance of all required program files, records and documentation.
11. Exercise sound, independent judgment and initiative within established guidelines.
12. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
13. Establish and maintain effective working relationships with college leadership, administrators, staff, faculty, students, outside employer-partners; representatives of other agencies, the public and others encountered in the course of work.
14. Operate a computer using word processing, database and other business software as well as standard office equipment.

Education, Training and Experience:

Required: Bachelor’s Degree in Human Resources Management, Educational Counseling, or similar field preferred. Preferred: Minimum of 3 years’ experience in a post-secondary educational institution in an Adult Basic Education or student services related area.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.