

## Coordinator, College for Heroes

**FLSA Status:** Exempt

**Pay Grade:** 17

**Job Title ID:** 121004

**Job Series/Job Family:** Student Support & Success Series / Admissions Family

### Reports To

Registrar, Associate

### Job Purpose

To coordinate the development and implementation of the College Credit for Heroes grant program in establishing equivalencies of military training courses for ACC's Electronics and Advanced Technology courses. To develop publicity and outreach materials to communicate with the military, veterans, and the public about the program. Grant funded position through 6/30/2014.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Develops and maintains current, online database with equivalency tables of ACC's Electronics and Advanced Technologies Department courses for four (4) department programs with comparable formal, military training courses.
2. Establishes agreement with Central Texas College (CTC) College Credit for Heroes website administrator to include results of the equivalency tables.
3. Determines participant eligibility and maintains database to facilitate tracking of students, courses, and other related information for grant, administrative, and reporting purposes.
4. Works closely with Marketing to develop publicity and outreach plan for ACC's College Credit for Heroes program including website, special events, and program print materials.
5. Collaborates internally with Department Dean, SACS Coordinator, Articulation, Student Transcript, Veteran Affairs, and other related areas to assure that barriers have been addressed and procedures are followed for consistent administration and college compliance.
6. Prepares and reviews appropriate documentation necessary to certify student veteran's educational credits under the program as defined by the program guidelines.
7. Develops and maintains ongoing external relationships to address barriers and communicate program information with CTC College Credit for Heroes, the military, the state regarding Texas' statutory provisions on the award of credit for military training, appropriate community organizations, and specific entities that provide military related transcripts.
8. Provides periodic reports as required for administrative, departmental, and grant purposes.
9. Creates sustainability plan for continuation of the project after the end of the grant period.
10. Coordinates the efforts of the subject matter expert workgroup and communicates with military educational experts to address the curriculum needs.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- U.S. veterans affairs and programs.
- Planning and implementation techniques.

- Creating and maintaining databases.
- Maintaining website content.

**Preferred**

- Equivalency and transfer guides.
- Policies, procedures, and practices of student admissions and records.
- Public Relations.
- Electronics and Advanced Technology courses.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Maintaining an established work schedule, including some evenings and/or weekends.
- Effectively using interpersonal and communication skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Maintaining confidentiality of work related information and materials.
- Interpreting and applying rules, regulations, policies, and procedures.
- Establishing and maintaining effective working relationships.
- Data collection and analysis.
- Excellent written communication skills.
- Effective presentation skills matched appropriately to the audience and conducted in a clear, logical, and engaging manner.

**Computer Skills**

**Required**

- Demonstrated proficiency using standard office software applications.

**Preferred**

- Demonstrated proficiency using publishing and presentation software such as FrontPage, DreamWeaver, Publisher, and/or PowerPoint, as well as use of database software.

**Physical Requirements**

**Required**

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in office environments.

**Work Experience**

**Required**

- Two years related work experience.

**Preferred**

- Experience in the U.S. military and status as a veteran.
- Two or more years related work experience in a higher education environment.
- One or more years experience in evaluating military training courses for educational purposes.

**Education**

**Required**

- Bachelor's degree.

**Licenses/Certifications**

***Required***

- Valid Texas Drivers License.

**Other**

***Required***

- Reliable transportation for Central Texas travel.

**Safety**

***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.