

Coordinator, IT DOL Outreach

FLSA Status: Exempt

Pay Grade: 18

Job Title ID: 153003

Job Series/Job Family: Provost - Campus Operations Series / Outreach Family

Reports To

Director, IT DOL grant

Job Purpose

To provide planning, implementation, and coordination services for outreach, job placement, recruitment, intake, and student services for the Accelerated Programmer Training program in the IT DOL grant..

Description of Duties and Tasks

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

Required

1. Plans, coordinates, and implements information sessions for prospective and current students. Presents overviews of ACC student services support resources for student success.
2. Conducts outreach activities and serves as communication liaison for special initiatives and programs, such as the Veteran's Initiative or other outreach/student success effort.
3. Assists in developing marketing and communication program materials.
4. Oversees APT student intake process.
5. Coordinates all job placement efforts of the APT program, including internships, job shadowing, and permanent placement.
6. Responsible for the oversight of the APT Industry Partner website.
7. Assists with special events, coordinates details, makes arrangements as needed.

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

- Effective recruitment and retention methodologies.
- College admission, registration, and financial aid procedures.
- Higher education student support services.
- Community-based organizations, support agencies, services, and resources.
- Effective communication techniques
- Extensive industry contacts
- Contribute to long and short-range planning activities for APT program

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

- Assess and recommend changes to procedures, etc. to increase student success and enrollment.
- Maintaining an established work schedule.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using interpersonal and communications skills including tact and diplomacy.

- Supervising and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

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

Education

Required

- Bachelor's degree.

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.