

Coordinator, P-16

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 206504

Job Series/Job Family: Workforce Education & Business Development Series / School Relations

Reports To

Director, P-16 Initiatives

Job Purpose

To coordinate P-16 College Readiness Initiatives and Articulated Credit Program with school districts, regional service centers, and other community colleges.

Description of Duties and Tasks

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

Required

1. Coordinates, organizes, and supports P-16 Initiatives activities with internal and external participants.
2. Coordinates and organizes the formation of articulation agreements with school districts.
3. Coordinates, organizes, and supports professional development workshops to support P-16 Initiatives and articulated credit.
4. Maintains CATEMA database of students eligible to receive articulated credit.
5. Coordinates award of articulated credit with ACC Admissions and Records Department.
6. Coordinates MOUs between ACC and other entities regarding P-16 and articulated credit and maintains files of signed agreements.
7. Maintains and updates departmental website.
8. Monitors multiple budgets, maintains asset inventories, and assists in preparing budgets.
9. Serves as the communication liaison with external and internal clients for P-16 Initiatives and articulated credit.
10. Prepares and develops reports on P-16 Initiatives and articulated credit programs.

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

- Program documentation and reporting.
- Articulation procedure.
- Fiscal procedures for governmental entities.
- Secondary and post-secondary education policies, curriculum, and operation.

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.
- Maintaining confidentiality of work-related information and materials.
- Making independent judgments regarding expenditures and budget streams.
- Interpreting and applying rules, regulations, policies, and procedures.

- Making individual and group presentations.
- Ordering and maintaining supplies and equipment.
- Coordinating administrative support services.
- Making travel arrangements and processing related documentation.
- Coordinating budget documentation.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- 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 normally done in an office environment.

Work Experience

Required

- Two years related work experience.

Preferred

- Three or more years working in a post-secondary educational institution.

Education

Required

- Bachelor's degree.

Other

Preferred

- Knowledge of ACC financial purchasing system.
- Reliable transportation for local area 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.