



EWC Job Description Position Duties & Responsibilities

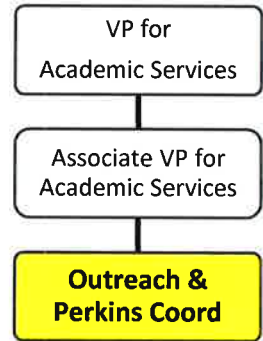
Job Title:	Outreach & Perkins Grant Coord	Classification:	Academic Coordinator
Department:	Academic Services	Duration:	11 Months (1 Aug - 30 Jun)
Primary Location:	Torrington, WY	FLSA Status:	Exempt
Position Number:	1211	DBM/Level:	C41

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Outreach and Perkins Grant Coordinator is an 11-month, full-time, benefitted, exempt position located at the Main Campus. Under the leadership of Academic Services, the Outreach and Perkins Grant Coordinator has direct responsibility to plan, coordinate, and register students for concurrent and dual enrollment classes for five high schools (HS) in the three southern counties (Goshen, Niobrara, Platte) of the College’s six-county Service Area and coordinate all activities related to the Carl D. Perkins Grant. This position also aids advising and registering full and part-time EWC students at Outreach locations in the three southern counties and helps EWC liaise with these school district superintendents, HS principals, and counselors. The position helps orient and mentor the EWC Outreach Coordinators and school officials in the three southern school districts within the College’s Service Area. This position also coordinates and assists with all facets of Outreach duties across the entire Service Area. The position requires regular road travel about 66% of assigned duty hours throughout the Service Area.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Outreach and Perkins Grant Coordinator is supervised by the Associate Vice President for Academic Services and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the Vice President for Academic Services who reports to the College President. The supervisory chain is depicted at right.



The Outreach and Perkins Grant Coordinator does not formally supervise or evaluate any EWC full-time or part-time employees. The position may supervise EWC-enrolled Work Study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Bachelor’s Degree in Education or related field
- One-to-three years’ enrollment, registration, administrative, or managerial experience working in higher or secondary level education
- One-to-two years’ experience working with students in the secondary and post-secondary level in advising, transitions, and retention-related role
- Demonstrated experience/expertise in strategies and best practices for supporting students’ academic success
- Experience working with various constituencies to identify, develop, and implement programs and services responsive to school district and student needs
- Must be able to work independently and within a team environment
- Current and valid state-issued Driver License

Preferred Qualifications:

- Master's degree in Education or related field
- Three years full-time experience as an college/university advisor, recruiter, instructor or outreach coordinator
- Experience working with five or more Outreach locations and Service Area high schools

Essential Functions/Duties: *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

General

- Coordinates activities in order to facilitate the maximum effectiveness and utilization of academic resources
- Deliver service offerings at school districts and high schools in the College's six-county Service Area
- Advise high school students, part-time and full-time college students, teachers, and school district officials on a variety of issues related to academic program areas
- Conduct weekly road travel to Outreach locations to orient, mentor, and consult with Outreach Coordinators, high school teachers, and school district officials
- Perform all other duties of a similar nature or level as assigned

Outreach Operations

- Provide direct services and coordinate activities for Goshen County School District #1, Platte County School District #2, and Niobrara County School District #1
- Plan, coordinate, and register high school students for Concurrent and Dual Enrollment classes at five high schools in the south region of the Service Area
- Aid the planning, coordination, and execution of yearly Outreach Coordinator meetings
- Assist the orientation and mentoring of new school district Outreach Coordinators.
- Help EWC Dean of instruction with the review of Concurrent Enrollment teacher applications/credentials and monitor classroom instruction to ensure academic rigor
- Assist with the coordination and scheduling of fall and spring advising with Outreach Coordinators across the EWC Service Area
- Assist with developing and coordinating recruiting and marketing strategies for Outreach sites
- Aid the completion and monitoring of Higher Learning Commission extensions for high school Concurrent Enrollment teachers
- Assist with the periodic and annual reporting of Outreach programs provided across the College's six-county Service Area
- Help with the development and monitoring of EWC's annual Outreach budget allocations and expenditures

Perkins Grant Operations

- In coordination with the Academic Services VP, manage and supervise all aspects of the Perkins Grant
- Collaborate with career technical education (CTE) instructors and advisory committee members to determine grant application initiatives
- Prepare, author, and upload the yearly grant application
- Chair the ad hoc Perkins Advisory Committee
- Coordinate with the Data Analyst for data and compile and upload the info needed for Perkins reporting
- Conduct yearly business/industry survey
- Administer yearly survey to CTE students and enter results in Colleague database system and meet with students to determine resource needs

- Track, upload, and report monthly grant expenses and quarterly expense reports
- Negotiate yearly target levels for performance indicators
- Prepare and upload improvement plans for unmet target levels
- Collect and upload EWC Technical Advisory Committees' meeting materials
- Meet with EWC Technical Advisory Committees as requested
- Attend state-wide Perkins Grant meetings and trainings
- Attend school district Perkins meetings across the entire Service Area

Community Involvement

- In coordination with and/or augmentation of the school district's on-site Outreach Coordinator... maintain effective interpersonal & institutional relationships with external Outreach entities and promote positive relationships and open communication with all Outreach stake-holders

Inter-Campus Coordination

- Work closely with Academic Services AVP, Dean of Instruction, Program Directors, Department Heads, and off-site employees to coordinate delivery of Outreach instructional programs and student services
- Ensure Outreach students are offered services and resources comparable to those available across EWC's entire Service Area and have an understanding and responsibility for those services
- Work closely with the Academic Services Associate Vice Presidents (AVP) to set course and program schedules that meet the needs of Outreach students
- In coordination with Student Services, help ensure recruitment, registration, advising, retention, counseling, and financial aid services are available, effective, and efficient for Outreach students
- Work closely with the Academic Services AVP to ensure Outreach marketing, advertising, and media relations reflect EWC's mission, vision, and values
- Coordinate with the Administrative Services Vice President to establish and maintain all Outreach contracts

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Effective interpersonal communication skills
- Demonstrated commitment to public relations and customer service
- Demonstrated ability to work as an integral part of the Outreach team
- Demonstrated ability to prioritize, assign work, and solve problems
- Demonstrated ability to deal with issues and concerns in a positive, confidential and constructive manner
- Ability to work positively with teams/individuals with diverse backgrounds, ethnicities, and interests
- Understand Student Services (e.g., advising, enrollment) and contemporary student service issues
- Delivery of competent and confident public presentations involving varied stake-holders
- Demonstrated experience in providing academic programs to support student success
- Demonstrated advising experience with high school and post-secondary students
- Ability to problem solve, think critically, and communicate effectively with college students, high school students, high school teachers, school district officials, parents, and Outreach Coordinators
- Understand the federal statutes and state regulations governing the Carl D. Perkins Grant
- Ability to comply and implement the federal statutes and state regulations governing the Carl D. Perkins Grant

Physical/Mental Demands & Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Regular travel within the south region of College’s six-county (Goshen, Platte, Niobrara, Converse, Weston, Crook) Service Area for meetings and events
- Occasional state and regional travel
- Early, late, and occasional weekend work
- Moving or carrying equipment, furniture, and supplies
- Ability to deal with periods of high stress resulting from diverse expectations of the College, the school districts, high schools, and community Outreach stake-holders
- May be in the public eye on controversial issues
- Must be able to continually balance student needs with available College & Outreach resources
- Maintain a broad, future-oriented perspective when making decisions

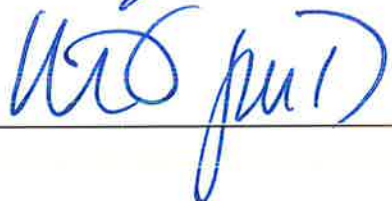
Associate Vice President for Academic Services:


9.11.18
 Signature Date

Vice President for Academic Services:


9-11-18
 Signature Date

EWC President:


9/11/18
 Signature Date

Note: *This position’s duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

JD Received		Sept 19, 2017
JD Reviewed		Aug27-Sept11, 2018
JD Approved		September 11, 2018
Job Description Effective Date		September 16, 2018
Position Number Assigned/Verified by HR		August 27, 2018