CTE COORDINATOR/RECORDS ANALYST

Campus to be Determined

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified, position housed at a campus to be determined.

Applications will be accepted until position is filled, with preference being given to those received on or before November 27, 2021. 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.

To apply please submit: (1) a letter of application, **(2)** a resume and **(3)** official transcript (for transcript to be considered official it must be sent directly from the school to Human Resources. (Transcripts may be sent electronically) 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 CTE (Career and Technical Education) Coordinator is responsible for administering and promoting dual enrollment programming, overseeing occupational advisory committees, support accreditation workgroups, and coordinating 5 for 6 enrollment. The Records Analyst is responsible for managing various records processing within the student information systems used by Northshore Technical Community College, including enrollment reconciliation of special programs, error report resolutions, official transcript production, diploma processing, enrollment/degree verifications, and document imaging.

QUALIFICATIONS:

Required: Bachelor's Degree from a regionally accredited college or university in a related field and three years professional experience. Ten years of related work experience may substitute educational requirements.

KEY CHARACTERISTICS

- Dependability: Respond to requests in a timely manner
- Teamwork: Balance team and individual responsibilities
- Decision Making: Display willingness to make decisions
- Communication: Effectively communicate with others
- Time Management: Able to complete all job requirements in allotted time
- Work Ethic: Display an organized and results-oriented approach, and motivation to perform without extensive direction
- Accuracy: Display a high quality of work and level of accuracy
- Innovation: Use a creative, solution-oriented approach to address problems

RESPONSIBILITIES:

CTE (CAREER & TECHNICAL EDUCATION) COORDINATOR RESPONSIBILITIES:

- **Manage dual enrollment programming and processes:** In collaboration with NTCC campus designees and appropriate school board administrators, lead the development and management of career and technical education through dual enrollment with area schools. Manage the data entry processes for admissions, registration, and billing associated with the dual enrollment program. Manages and submits billing files to the Finance office and the TOPS Tech Early Start file to LOSFA.
- **Oversee Occupational Advisory Committees.** In collaboration with the Associate Provosts and campus officials, actively oversee and coordinate occupational advisory committees for each program, per campus. Assist with the selection of advisory committee appointees. Maintain committee paperwork, including official agendas and minutes. Ensure Occupational Advisory Committees align with expectations and guidelines.
- **Serve on accreditation committees and work groups.** Serve on appropriate accreditation and CTE related committees and work groups. Assist with the compiling of data, narratives, and paperwork.
- **Coordinate 5 for 6 programming.** In collaboration with the Vice Chancellor of Student Affairs, Diversity and Inclusion, coordinate the college's participation in the LCTCS 5 for 6 program. Collaborate to identify eligible programs, develop courses and programming, facilitate enrollment processes, and track student participation.
- **Represent NTCC on committees and professional organizations.** In coordination with the Associate Provost of Technical Studies, actively participate in related consortiums, partnerships, organizations, and etc.
- Perform other duties as required

RECORDS ANALYST RESPONSIBILITIES:

- Process official transcript requests, enrollment/degree verifications, and diplomas for NTCC.
- Analyze and resolve error reports related to student records. Resolve duplicate and merged record issues.
- Maintain transfer articulation tables in the student information system. Support NTCC campuses with the transfer articulation process.
- Assist the Registrar with implementation and processes related to student records document imaging.
- Assist the Assistant Provost for Programs and Assessment with processes and records maintenance related to dual enrollment and cross-enrollment programs.
- Reconcile enrollment and fee discrepancies related to special programs by analyzing enrollment data and communicating with enrollment staff at NTCC and partner institutions to have appropriate enrollment changes made. Communicate with the NTCC Finance Office on discrepancies and billing related issues.
- Assist NTCC campuses with special admission programs in tracking student completion of required admissions checklist items.
- Perform other duties as assigned.

SPECIAL SKILLS AND ABILITIES:

1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Must establish and maintain effective working relationships. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
2. Computer Skills: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.).
3. Software Used: Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

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.