

Strategic Initiatives Coordinator

NTCC-Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified, 12 month, Grant funded position domiciled in Lacombe Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before December 30, 2019.

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 (no copies, will accept e-scripts) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

JOB SUMMARY:

The Strategic Initiatives Coordinator works directly with the Vice Chancellor of Strategic Initiatives to play a vital role in Northshore Technical Community College's efforts to partner and build positive relations with the local and regional community, including residents, business organizations, professional associations, schools, and other groups, as well as government representatives at the local, state, and federal levels. The Coordinator will drive and support a range of internal and external initiatives that benefit NTCC and the community. The Coordinator will play a central role in the planning and execution of college-wide events and will support the College's overall Strategic Initiative goals. He or she will also serve as the Recruiter of the DXC Higher Education Grant.

RESPONSIBILITIES:

- Coordinates relationships with students, residents, partners, business organizations, coworkers, and other groups
- Help organize College events such as Internal Giving Campaign, Love Your Community College, Gator Tail 5K Trail Run, and the Chancellor's Scholarship Breakfast
- Support the development of outreach programs to include awareness initiatives
- Create programs that promote College's image in a positive and community-oriented Way
- Coordinate internal and external events
- Assist with ongoing programs to raise funds and cultivate relationships with students, alumni, and donors
- Assists in preparing, editing and disseminating College level communications and Strategic Initiative programs for the NaviGator Magazine and other College publications
- Supports the marketing and branding of the College through the use of a variety of

- communication mediums including but not limited to the internet and electronic mail
- Strategizes around and executes agendas; researches and drafts meeting materials and other meeting communications for the Strategic Initiative department; attends B&I Consortium meetings and is responsible for minutes and writing summary reports.
 - Follows-up with participants on action items and tracks progress to completion.
 - Coordinates logistics for department meetings held regionally
 - Analyzes complex quantitative and qualitative data to assist with the development of policy and administrative procedures
 - Autonomously manages strategic, high priority projects within the area Strategic Initiatives
 - Responsible for working with the Northshore College Enhancement Foundation to help ensure the goals of that organization are accomplished.
 - Provides high-level administrative and analytical support to the Vice Chancellor of Strategic Initiatives and Chancellor
 - May provide project management for new strategic initiatives
 - Additional duties as assigned by the Vice Chancellor of Strategic Initiatives

DXC RECRUITER RESPONSIBILITIES:

- Update current and design new recruiting procedures (e.g. job application and onboarding processes)
- Participate in job fairs and career events and assisting with other events, such as hack-a-thons, to increase pool of potential candidates
- Working closely with campus career planning and placement center
- Coordinate outreach activities with high schools for the college (department) including assisting with university sponsored visits.
- Responsible for generating qualified leads and funneling all the leads through their college and on to DXC to insure maximum accountability.
- Recruiting managers will work events, such as job fairs, at their campus and in their system and are expected to work in coordination with recruiting managers from other campuses and DXC, state-wide to fulfill the goal of producing a pipeline of qualified candidates for DXC.
- Responsible for tracking and evaluating all DXC leads produced by the college.
- Working with the Project Managers to help determine the specialized training needed by their candidates so that Project Managers can help develop appropriate curriculum changes and/or short-term training programs.
- Work collaboratively within the system and with institutions in the state to share resources, ideas and best practices.
- Recruiters are responsible for the success of their campus team at meeting project objectives, but also play a role in ensuring state-wide objectives are met.

QUALIFICATIONS

Required Qualifications:

Bachelor's degree with experience in higher education, communications, public relations, public administration, or some related field required. Knowledge of Microsoft Office, with proficient skills in Word and Excel as well as database management. Ability to set priorities and address competing demands; Willingness to make decisions and research issues; Strong organizational and financial management skills; Professional manner; Good customer relations skills and flexibility; Ability to compose reports and correspondence; Attention to detail; Discretion in dealing with confidential information.

Preferred Qualifications:

Master's degree with a minimum of 2 years related experience.

Skills/Abilities/Knowledge:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

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.

Excellent customer service skills. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.) 3. Software Used: A variety of word processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.