

WORKREADY U TRANSITION COORDINATOR

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe.

Applications will be accepted until position is filled, with preference being given to those received on or before July 12, 2018. Internal Candidate Preferred.

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 to:

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

SUMMARY:

Provide direct support to students enrolled in the NTCC WorkReady U/Adult Education Program at all locations. As the Primary Transition Coordinator for the WorkReady U program, this person will be responsible for making connections with local entities that will provide support, possible internships, and employment opportunities for program participants. This person will work with students on an individual basis as the need arises in order to provide supportive services that will increase retention and student success rates.

QUALIFICATIONS:

Required: Bachelor's Degree in Human Resources Management, Educational Counseling, or similar field preferred.

Preferred: Minimum of 3 years' experience in a post-secondary educational institution in a student services related area. Internal Candidate Preferred

RESPONSIBILITIES:

1. Develop and implement a plan to build and enhance post-secondary and career transition for Adult Education students.
2. Leverage existing professional and business relationships with regional employers.
3. Participate in Career Development workshops and seminars. Attend state Educational conferences as required.
4. Coordinate services with the local WIOA Career Centers.

5. Coordinate the college's 5 for 6 Scholarship Program. This will include, but is not limited to, establishing eligibility requirements for awarding of the scholarship, identifying scholarship recipients within the WorkReady U classes based on eligibility requirements, assisting the students with the application, financial aid and placement testing process, assisting the students with registering for the correct classes, assisting in obtaining books and supplies for the classes, coordinating schedules with the students adult education and college classes, monitoring progress with the students and instructors in the college classes and the students Adult Education classes, serving as a success coach for the students enrolled in the program, working with students to continue their studies past the 5 for 6 Scholarship.
6. Assist WRU students in registering for the HiSET Exam.
7. Visit each site monthly to conduct transition activities.
8. And other such duties as determined by the WorkReady U Director and Chancellor.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Application and intermediate knowledge of office practices and procedures. Intermediate computer skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Should have knowledge of document-imaging technology. Must be able to maintain current social media websites.

2. **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.

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.

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.