

Seward County Community College
Structured Compensation - Job Description
SSS Program Coordinator/Secy

Data Year: 2015

Prepared On: 12/06/2017

Department:	Student Support Services	Grade:	7
Reports To:	Director of SSS Grant	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	C Donovan, G Myers	Effective Date:	11/01/2017
		Revised Date:	10/17/2017

Role:

To work closely with the Director to facilitate communication and activities between TRiO/Student Support Services (SSS) staff members and TRiO/SSS participants and college faculty and staff. Keeping TRiO database, TRiO TV (Bright Sign) system, and TRiO webpage current is a part of the communication expectations. The Program Coordinator/Secretary will assist the Director with the budget, oversee the daily clerical operations of the office and help to cover student needs in the absence of the Advisor and Education Specialist during vacation times and summer months. This position works close with the Education Specialist in developing, scheduling, and facilitating a variety of events and workshops outlined in the grant.

Essential Functions & Responsibilities:

- E 25% Works closely with Director to assure project objectives and activities are carried out in accordance with grant guidelines.
- E 25% Oversee and assist in the day to day operation of the SSS office. This includes paperwork necessary to bring students into the program, as well as to see that SSS time reports, invoices, and purchase orders are submitted in a timely manner.
- E 10% Work with Education Specialist in the planning, organization, and execution of workshops, Web page updates, updates for the TRiO bulletin board and newsletter, and student tutor schedules.
- E 25% Work with students in the area of transfer, financial aid literacy, scholarship forms, and in career exploration and assessment through the Virtual Job Shadowing program.
- E 10% Maintaining and updating the TRiO/SSS TV system (Bright Sign), TRiO/SSS database system, web-page, and quarterly newsletters.
- E 5% Cover duties of other TRiO/SSS staff during summer months when they are not working as well as other duties that may be assigned by the Director as necessary throughout the year.

Performance Measurements:

1. Maintains a good working relationship with TRiO/SSS staff and college personnel to assure effective program objectives.
2. Coordinates program personnel, office management, and continuous dialog with the Director on program objectives and goals.
3. Completes program reports, potential student processing, web-page updates, and project budget items prior to or by TRiO/SSS and college deadlines.
4. Interacts and works with program participants (students) throughout the year about financial literacy, FAFSA submissions, transfer needs, and careers exploration information.

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5. Organizes, facilitates, and participates in workshops and transfer trips and activities.
6. Delivers effective student workshops and programs throughout the academic year with the aid of the Education Specialist. Posting analysis of each activity to ensure continued effectiveness is required.

Knowledge and Skills:

- Experience** Six months to two years related experience.
Experience working with At Risk, First Generation, and Low Income students at the community level is preferred.
Experience in developing workshops and activities in the areas of college completion, financial literacy, and scholarship/ transfer to four year institutions a plus.
- Education** Associate's degree with six months to two years of experience at the community college level preferred. Degrees in relevant areas to the position will be considered.
- Interpersonal Skills** Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
- Other Skills** Knowledge of:
Principles and methods for training design, teaching, and instruction for individuals and groups.
Business and management principles involved in the strategic planning and coordination of people, school based programs at the college level, and available resources
Communication and dissemination techniques and methods, and computer software and programs.
Administrative and clerical procedures.
- Skills:**
Talking to others to convey information and training effectively.
Understanding the implications of new information for both current and future problem solving and decision making.
Motivating, developing, and directing people.
Indemnifying complex problems and reviewing related information to develop and evaluate the best options and solutions.
- Abilities to:**
Communicate information and ideas in speaking so others will understand.
Read and understand information and ideas presented in writing.
Speak clearly so others can understand.
Conceive unusual or innovative ideas about a given topic or situation.
Develop creative ways of presenting information to students.
Apply general rules to specific problems to produce answers that make sense.
Aid and support in the areas of office management, presentations, and committee

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participation.
Maintain a current valid driver's license.

Physical Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hour at one time with a total of 6 hours
Standing for a period of 15 min at one time with a total of 1 hour
Walking for a period of 15 min at one time with a total of 1 hour
Lifting up to 5 lbs. frequently and 20 lbs. occasionally
Carrying 10 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, Fine manipulation, and Pushing and Pulling
Bending, squatting, and reaching above shoulder level occasionally
Keyboarding up to 6 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Regular exposure to favorable conditions such as those found in a normal office. Occasional overnight travel trips for student activities and professional development are required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature