



## Job Description

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<b>Job Title:</b>	Bridge Coordinator	<b>Grade:</b>	L
<b>Department:</b>	Enrollment Management	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

The Bridge Coordinator will be responsible for designing and implementing a college wide Bridge program with a focus on assisting new students transitioning from developmental courses into college level courses. This person will work closely with the Learning and the Students Services units to market, recruit and track students who participate in the program.

### **Characteristic Duties and Responsibilities:**

1. Creates, designs and implements a college wide Bridge Program.
2. Plans, schedules and coordinates academic classes and student activities in collaboration with the Learning and Student Services Divisions of the college.
3. Develops promotional material for program with the assistance of college marketing department.
4. Prepares reports on enrollment and monitors success of students.
5. Meets with students regularly to provide necessary support to meet bridge outcomes.
6. Identifies best practices and enhancement opportunities for bridge program.
7. Develops strategies for identifying and recruiting bridge students.
8. Oversees daily operations of the program.
9. Creates structured experiences to support career exploration.
10. Facilitate extra curricular programs/activities as needed.
11. Other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to Dean, Enrollment and Student Services

**Direction Given:** No authority or responsibility for the supervision of others

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution in Marketing, Advising, Project Management or related field and one year of job related experience

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Flexibility and the ability to manage multiple tasks
- Marketing skills
- Excellent Project Management skills with track record of developing and executing major projects
- Excellent decision making skills
- Ability to work independently and make sound decisions
- Excellent interpersonal, verbal, and written communication skills
- Ability to work with a diverse student population
- Knowledgeable about CPCC

### **Working Conditions:**

Typical office environment