Job Description

Job Title:	Coordinator Senior	**Grade:**	L
Department:	Workplace Learning	**FLSA:**	Exempt

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:

Plans and coordinates the work-based learning programs for various programs at CPCC and researches job opportunities for students working with the employment community.

Characteristic Duties and Responsibilities:

1. Performs and/or coordinates key administrative functions at multiple campuses including assessment and execution of budgeting, staffing and programming needs.
2. Develops comprehensive, strategic marketing and recruitment plan for targeted industries and student population; integrates institutional strategic goals; collaborates with the Marketing Services department, external consultants, graphic design interns for production of innovative, multi-media resources for potential corporate partners; participates in job and career fairs, multi-campus resources days and other events for student recruitment.
3. Promotes the development of personal traits, social skills and work ethics necessary for optimal student success in the community workplace; counsels students in the development of job search skills and critical work preparedness attributes including resume writing, researching, interviewing, social skills and appropriate attire.
4. Interfaces with information systems to maintain databases and utilizes the Internet to evaluate student eligibility in accordance with the State of North Carolina audit requirements, current student tracking, collect student demographics for institutional reporting, organize employer/corporate partner profiles and update status.
5. Maintains complete student records in compliance with the State of North Carolina audit guidelines; ensures required records and documentation from students, faculty and employer/corporate partner are included for institutional reporting; collaborates with the Compliance and Audit department to maintain compliance.
6. Informs and advises students, faculty and employers of state and institutional policies, legal compliance with ADA and EEO regulations, and program guidelines and expectations; assists in the development of the Faculty Coordinator Handbook; delivers on-line and group orientations, and other focused training.
7. Develops relationship and a network of local, state, regional and national-level of corporate and community partnerships; effectively communicates the institution's position as a national leader in workforce development, the program's values and principles, the customized option for the work-based learning model, and the expectations and responsibilities of employer/corporate partner.
8. Submits reports, develops professional correspondence and serves as members and/or officers of college-wide committees and student success initiatives, community boards, state and national professional organizations.
9. Designs and maintains assessment instruments for accreditation requirements as well as state requirements through written evaluations in student workbooks, surveys to employers/corporate partners,

faculty and students, and faculty focus groups; solicits feedback from learners on a regular basis.

10. Oversees and organizes on-going special projects to promote work-based learning program such as the annual Award Ceremony, Race On, Blackboard courses, as well as customized employer development efforts.
11. Assists the Director with on-going training and support of less experienced coordinators.
12. Coordinates job development activities with Workplace Learning staff and serves as a liaison to employers.
13. Directs Work-Based Learning program initiatives.
14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director of Workplace Learning

Direction Given: Responsible for occasionally directing and monitoring the work of students and /or temporary workers; provides functional guidance to faculty coordinators

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 6 years of related work experience in corporate or educational environment

Preferred Qualifications:

Master's Degree from a regionally accredited institution in Education or related field

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of principles of experiential learning and career counseling

Knowledge of job market salaries and occupational trends

Knowledge of principals and methods of marketing, electronic marketing and program promotion

Knowledge of laws, and procedures related to work-based learning

Knowledge of database management and/or spreadsheet application

Knowledge of workforce demographics and analysis, career trends

Mediation skills

Interviewing skills

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Strong communication skills

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment; lift and carry items up to 15 lbs.; infrequent bend and twist at the waist; some evening work hours; listen and talk when interacting with others either in-person or by telephone; travel between buildings on campus, between campuses and to off-campus sites

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.