

Seward County Community College
Structured Compensation - Job Description
Program Coordinator

Data Year: 2015

Prepared On: 12/06/2017

Department:	None	Grade:	10
Reports To:	Division Chair	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	D Dunn; C Rapp	Effective Date:	07/02/2011
		Revised Date:	03/17/2015

Role:

Position is responsible for the overall program coordination specific to career success and relationship with other educational entities and employers. This includes ensuring a current program of study and course outcomes offered by the college and the program meets criteria established by external agencies and accrediting boards. The coordinator is responsible for purchasing equipment, maintaining inventory, gathering data, submitting reports, and representing the program to the public, to business partners, and to the internal departments, committees, and administration of the college. Supplemental to instructor's contract.

Essential Functions & Responsibilities:

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|---|-----|---|
| N | 15% | Work effectively with appropriate business, health care providers, etc. to schedule and implement internships, advisory committees, program/curriculum reviews, etc. (Hold a minimum of one advisory board meeting each academic semester.) |
| N | 15% | Gather, compile, and report program data as necessary to division chair for federal, state, or accrediting agency certification processes as required and requested. |
| N | 15% | Develop and evaluate articulation agreements and/or internship agreements with area high schools, colleges/universities, and businesses as appropriate which will benefit program students and college. |
| N | 10% | Develop grant activities and submit purchasing, activity, and other reports as required. |
| N | 10% | Complete follow-up contacts with graduates and employers of graduates; compile follow-up data; and assist division chair with submitting report to Kansas Board of Regents. |
| N | 10% | Arrange, schedule, and coordinate public events specific to program activities. |
| N | 10% | Actively participate in the promotion of the college and program for purposes of awareness, resource development and student recruitment. |
| N | 10% | Develop and manage program budget and inventory with assistance from Division Chair. |
| N | 5% | Review course outcomes at least annually to insure compliance/currency of instructional programs with federal and state regulatory agencies as well as business/industry expectations; performs other duties assigned by administration. |

Performance Measurements:

1. To develop new and update current curriculum as requested by administration and division chair and recommended by business/industry representatives.
2. To complete assigned reports in a timely manner.

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3. To utilize computer software programs as appropriate for data input, retrieval, and analysis.
4. To gather, compile, and report follow-up information on students/graduates as requested.
5. To establish, strengthen, and enhance relationships with area business, high schools, and peer post-secondary institutions.
6. To actively promote the program and recruit students.
7. To develop and enhance articulation and/or clinical/internship agreements with high schools, higher education institutions, health care entities, and businesses.
8. To submit grant requests, purchase requests, and status reports as requested to division chair in timely manner.
9. To maintain accurate and organized files of program information, student success information, and records for state and federal reports.
10. To represent the collage at appropriate agency meetings as requested by division chair and administration.
11. to present information as requested to the public.
12. To maintain a valid driver's license.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience.
Education	A two-year college degree or completion of a specialized course of study at a business or technical school. A Bachelor's degree preferred.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Proficient in written, oral, and electronic communication.
Physical Requirements	
Work Environment	

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.

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

Printed Employee Name

Date

Employee Signature