

Seward County Community College
Structured Compensation - Job Description
Ulysses Outreach Coordinator

Data Year: 2015

Prepared On: 12/06/2017

Department:	Outreach	Grade:	10
Reports To:	Assoc Dean of Edu Services	Classification:	Non-Exempt
Supervises Direct:	1	Supervises Indirect:	10
Approved By:	D Reed	Effective Date:	05/04/2011
		Revised Date:	05/04/2011

Role:

Coordinator organizes, directs and promotes the local outreach program by offering educational opportunities to Ulysses and surrounding local communities through college classes, seminars, workshops, advising and guidance to meet the various academic needs of the community.

Essential Functions & Responsibilities:

- E 20% Determines course offerings
- E 20% Hires, and supervises qualified instructors
- E 20% Recruits students, promotes dual credit classes for high school students and hold enrollment clinics
- E 15% Advises and counsels students
- E 5% Administers routine program evaluations
- E 5% Markets outreach and business and industry programs
- E 5% Continues to develop and maintain advantageous community involvement,
- E 5% Orients instructors and students
- E 5% Oversees the local GED program that is coordinated through the Colvin Adult Learning Center

Performance Measurements:

1. To determine course offerings
2. To hire and supervise qualified instructors
3. To recruit students, promote dual credit classes for high school students and hold enrollment clinics
4. To administer program evaluations routinely
5. To market outreach and Business and Industry programs
6. To advise and counsel students
7. To continue to develop and maintain advantageous community involvement, develops and maintains relationships with various organizations related to the education field
8. To orient instructors and students with 2-way video technology, administer course placement tests, monitor tests for students taking classes by correspondence or by arrangement through other institutions, directs and assists with various local programs such as English as a Second Language (ESL)

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9. To oversee the local GED program through the College's Adult Learning Center
10. To continue professional development by attending seminars and workshops and stays informed through educational journals and abstracts

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree.
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.
Other Skills	
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.

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

Printed Employee Name

Date

Employee Signature