

Seward County Community College
Structured Compensation - Job Description
Business And Industry Program Coordinator

Data Year: 2018

Prepared On: 11/09/2018

Department:	Business and Industry	Grade:	10
Reports To:	Dir of Business and Industry	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	up to 35
Approved By:	Dr T Carter	Effective Date:	11/09/2018
		Revised Date:	11/09/2018

Role:

Responsible for developing and coordinating all aspects of personal enrichment, open enrollment programming for the community and the Kids College summer program. Provides marketing for all Business and Industry instruction in coordination with the SCCC PR department.

Essential Functions & Responsibilities:

- E 30% Create marketing materials for all B and I activities and distribute in coordination with the SCCC PR department.
- E 25% Determine community education needs. Coordinate, schedule, and track budgets for personal enrichment courses for the fall, spring, and summer, including Kids College.
- E 25% Recruit and supervise teachers for personal enrichment courses and Kids College.
- E 20% Event Management for Southwest Energy Institute, NACE, Gas Capitol Rectifier School, CTE Expo, and other industry/public events

Performance Measurements:

1. Coordinate event planning for all Business & Industry activities.
2. Coordinate and schedule courses with various SCCC departments and B&I Adjunct faculty.
3. Determine the needs and interest of the community for personal enrichment courses and Kids College courses.
4. Develop marketing plans and materials for the fall, spring, summer, and Kids College courses.
5. Coordinate marketing plans and distribution of marketing materials with the SCCC PR and Marketing department (e.g. email, mailing, radio, and social media.)
6. Provide data analysis to Business & Industry Director through courses Income and Expense Sheets and course evaluations.
7. Work closely with school districts to develop courses for Kids College, recruit teachers, and promote program to students.
8. Work with HR Department to ensure B&I Adjunct faculty have completed the proper paperwork to begin teaching - background checks, personal action forms, college applications, and completed employee packets.
9. Determine if community education needs have been met.
10. Provide quarterly reports to the Business and Industry director. Assist the director with department review.

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11. Maintain a professional work environment and businesslike appearance

Knowledge and Skills:

Experience	Up to six months of similar or related experience.
Education	Associates degree required.
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	<p>Knowledge:</p> <p>Associates Degree; Bachelor's preferred</p> <p>Budget development and management</p> <p>Event Planning</p> <p>Good oral and written communication skills</p> <p>Marketing and promotional experience</p> <p>Skills:</p> <p>Ability to problem solve</p> <p>Ability to use graphic design programs - e.g. Publisher, other graphics programs</p> <p>Ability to work as a team player</p> <p>Ability to use and work with Microsoft programs - Word, Excel, and Outlook</p> <p>Accounting</p> <p>Communicates needs/objectives clearly and concisely</p> <p>Database experience</p> <p>Organization and planning</p> <p>Valid Driver's license</p> <p>Ability:</p> <p>Ability to adapt to unforeseen changes</p> <p>Confidentiality</p> <p>Interpersonal Relations</p> <p>Manages stress positively</p> <p>Trust and diplomacy</p>
Physical Requirements	<p>Physical requirements are based on an 8 hours work day and may vary slightly.</p> <p>Sitting for a period of 40 min at one time with a total of 6 hour</p> <p>Standing for a period of 10 min at one time with a total of 1 hour</p> <p>Walking for a period of 10 min at one time with a total of 1 hour</p> <p>Lifting up to 10 lbs. frequently and up to 25 lbs. occasionally</p>

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Carrying up to 10 lbs. frequently and up to 50 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling
Bending frequently and squatting, climbing, and reaching above shoulder level continuously
Keyboarding 6 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Normal office/classroom 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