

CLASSIFICATION SPECIFICATION

Student Enrichment Coordinator

FT/PT Class Code: 3033, 3533 Pay Grade: B/C 13 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for providing project assistance to a diverse population of secondary school participants in a specific program(s). These programs may be implemented as a result of federal grants, State special funds, or upon initiative of the College.

NATURE AND SCOPE:

An incumbent in this class typically reports to a Program Manager, and assists secondary school students/ program participants in such areas as needs assessment, tutoring coordination, interest inventory, goal identification, etc. in order for them to achieve program goals. Work also includes such functions as presenting workshops and seminars on the SAT, College application and financial aid process, time management, and test-taking strategies; recruiting program participants; and writing/distributing newsletters.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Schedules and meets with students/program participants to assist them in the selection of a college or career, goal setting, peer relations, etc.
2. Refers students to appropriate social service agencies and/or guidance counselors in situations where other issues are impacting on their graduating from secondary school or seeking a post-secondary education or career.
3. Assists students in completing college applications, Department of Labor paperwork, and/or financial aid forms.
4. Consults and meets with public school district personnel, parents, and tutors to ensure students' academic progress, e.g. discussing report cards, planning an academic program.
5. Researches, develops, and presents workshops/seminars on such topics as the SAT, College application, and financial aid process, time management, test-taking strategies, self-esteem, and the value of education.
6. Plans, schedules, and conducts field trips to work sites and colleges to acquaint students with career and post-secondary education opportunities.
7. Maintains student records on attendance, grades, awards, release forms, etc. Maintains files documenting program activities.
8. Recruits participants for the program by establishing contact with high schools, service organizations, and agencies, and by conducting orientation sessions; follows up on interested participants.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. May research, write, and distribute program newsletters or other communications.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College and program policies, procedures, and regulations.
- ◇ Knowledge of community resources and the means to access these resources.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to communicate effectively in conducting workshops and seminars for participants.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience; including working with students from the targeted population; or other equivalent combination of education and experience.