

# Job Description

Position Title: Coordinator, Applied Learning

Job Family: Instructional Support

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

## Position Summary:

The Coordinator of Applied Learning in Information Technology coordinates the HSI STEM Information Technology Technician Internship Program at the Pima Community College Center of Excellence in IT/Cyber. This position also coordinates access to a variety of digital student success resources and website content development and promotes student success through virtual academic and career resources. This position may also support the Outreach and Internship Coordinator with community events. This position supports persistence and completion goals throughout the Information & Technology (IT) and Cybersecurity pathway. The Coordinator of Applied Learning works closely with College student support staff, Grant Program Managers, Academic Directors and campus administration to meet the goals and objectives of the grant, and to meet the needs of faculty and students in the target areas and populations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the HSI STEM Information Technology Technician Internship Program by assisting with the hiring committee for selecting IT Technician Interns during Fall, Spring, and Summer semesters and assisting with IT Technician Intern project and scheduling. Serves as a liaison between IT Technician Interns and full-time CIS staff and part-time Data Center Specialists, and completing monthly Center of Excellence in IT internship program activity reports.
2. Collaborates with faculty, staff, students to assist in coordinating access to a range of virtual student success support tools website content development and promoting student success through virtual resources.
3. Coordinates marketing content development including department participation in community events that support persistence and completion goals for Information Technology and Cybersecurity students. Provides support for students on College processes and resources.
4. Serves as an ambassador for the Pima Community College's East Campus Center of Excellence in Information Technology/Cybersecurity and assists with outreach and engagement for prospective students and current learners in the programs of study in collaboration with HSISTEM Outreach Coordinator.
5. Coordinates, implements, and evaluates HSI STEM grant funded programs and activities to support current Information Technology and Cybersecurity students to enroll, persist and complete a program of study.

6. Facilitates one-on-one meetings with students to assist students with transfer and employment related transitions. Facilitates access to resume and cover letter support, promoting open employment opportunities in Information Technology and Cybersecurity in collaboration with business and industry partners to support students to realize their personal, educational, and professional goals.
7. Markets and promotes academic success programs and career exploration opportunities such as tutoring, mentoring, internship opportunities, scholarship opportunities, business & industry job shadowing events and HSI STEM grant activities in collaboration with HSI STEM Student Success and Engagement Coordinator and HSI STEM Outreach Coordinator.
8. Researches internal and external support programs for students and analyzes enrollment, persistence, completion and transfer data to inform development of student success activities and programs that reduce barriers and promote success.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of administrative procedures and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of internal and external customer service principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive, and flexible customer service
6. Skill in problem solving
7. Skill in independent decision making
8. Skill in performing a variety of duties, changing from one task to another of a different nature
9. Ability to apply effective and accurate data entry and typing skills
10. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study required.
- Up to One (1) year of related experience in education, student services, or related field.
- One (1) to Three (3) years of related experience in education, student services, or related field preferred.  
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required