

Job Description

Position Title: Educational Talent Search Coordinator

Job Family: Instructional Support

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

Educational Talent Search (ETS) is a federal Department of Education TRiO program that is funded to serve 880 TUSD and SUSD 6th-12th grade students interested in pursuing post-secondary degrees and/or certificates, and who would be the first in their family to attend college, and/or be from a low-income household.

The Educational Talent Search Coordinator for the PCC Desert Vista Campus TRiO ETS grant is responsible for several critical aspects of grant implementation and success, including advising a large student caseload, handling a high volume of student data, and assisting with internal and federal reporting. The Educational Talent Search Coordinator will be assigned to both a high school and several middle schools, and a participant caseload of around 320 students.

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. Promotes the ETS program to diverse populations of high school students and their parents, as well as the campus community.
2. Identifies and recruits eligible participants; works frequently with under-served populations including first-generation and low-income students, as well as students with disabilities.
3. Provides academic and career advising, mentoring, and coaching to ETS students.
4. Handles a large student caseload and database; maintains student records and required documentation; works within Banner, MyPima, Powerschool, and other records management systems.
5. Plans, schedules, and facilitates workshops, local and out of state field trips, university visits, career, cultural, and STEM enrichment activities, and community service opportunities, etc.
6. Leads student field trips, including driving vans locally, and overnights.
7. Makes grant-related purchases with a PCC PCard and submits travel requests and expense reports.
8. Assists with internal and external grant reporting, including monitoring and audits.
9. Participates in the development, implementation, and success of program goals, objectives and activities.
10. Develops and presents program marketing materials and info sessions, responds to requests for program information.

11. Collaborates and develops collegial relationships with other professionals/personnel to ensure the highest quality of student success.
12. Supervises tutors/temp staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring tutors are trained and making hiring, termination, and disciplinary recommendations.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of advising and counseling practices
4. Knowledge of internal and external customer service principles and practices
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Skill in positive, productive, and flexible customer service
8. Skill in project management principles, processes, and techniques
9. Skill in performing a variety of duties, often changing from one task to another of a different nature
10. Skill in program development and process improvement
11. Skill in coordinating and monitoring the work of others
12. Skill in public speaking
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to develop and maintain effective and positive working relationships
15. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

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 related field of study required.
 - Master's degree in closely related field of study preferred.
 - Up to One (1) year of related experience required.
 - One (1) to Three (3) years of related experience preferred.
 - Bilingual (Spanish) skills 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 position or transport 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:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License