



## **JOB DESCRIPTION**

**JOB TITLE:** Title III (NASNTI) Guided Pathways Coordinator

**REPORTS TO:** Title III NASNTI Project Director

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** The Title III NASNTI Guided Pathways Coordinator is responsible for overseeing development/pilot testing of Guided Pathways Program including hiring, training, and supervision of Guided Pathways Coaches at CSC and EOSC campuses. This coordinator will lead development of new student Onboarding activities, facilitate faculty/staff training, oversee renovation/creation of Guided Pathways Centers, and coordinate data collection for Guided Pathways Program evaluation.

### **DUTIES AND RESPONSIBILITIES:**

#### **Title III NASNTI Guided Pathways Coordinator**

- Oversee development/pilot testing of Guided Pathways Program including hiring, training, and supervision of Guided Pathways Coaches at CSC and EOSC campuses
- Lead development of new student onboarding activities, facilitate faculty/staff training, oversee renovation/creation of Guided Pathways Centers, and coordinate data collection for Guided Pathways Program evaluation
- Ensure timely completion of tasks and project objectives
- Maintain effective communication procedures to ensure project congruence with institutional and program goals
- Remain current regarding grant-related policies, grant terms, and conditions to ensure compliance throughout project
- Work with a diverse range of constituents to achieve project objectives
- Works across departments to increase retention and student success opportunities

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Exceptional knowledge and experience in applying wide range of analytical and evaluative techniques
- Excellent written and oral communication skills
- Ability to work independently and to organize and manage multiple projects
- Demonstrated willingness and ability to act ethically and socially responsible

- Strong interpersonal and skills

**EDUCATION/ EXPERIENCE REQUIRED:**

- Master's degree in education, management, or related field; educational experience
- Minimum of three (3) years of project administration experience, including budget, personnel supervision, and evaluation experience
- Excellent leadership and communication skills
- Must be able to travel between multiple campuses, work other than normal business hours

**SPECIAL REQUIREMENTS:**

- Must be able to pull, bend, stoop, and lift 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**