



## **JOB DESCRIPTION**

**JOB TITLE:** Education Navigator

**REPORTS TO:** Vice President for External Affairs and Grants

**CLASSIFICATION:** Grant program

**STATUS:** Full-time, exempt (estimated starting salary \$50,000.00 annually)

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

**JOB OVERVIEW:** The Education Navigator is responsible for coordinating the budget, and teaching of life skills for certified TANF students. The Education Navigator monitors the progress of students within the program and maintains appropriate records.

### **DUTIES AND RESPONSIBILITIES:**

- Be present during initial staffing with participants and Family Coach to share educational options and WRO options to connect participants to higher education opportunities.
- Proxy TANF applications and make appropriate referrals to WRO program.
- Identify business/industry partners and relevant occupations for post-credential employment opportunities.
- Collaborate with Family Coach and WRO to provide direct services such as mentoring, coaching, advising, and identification of institutional resources.
- Advise participants on institutional micro-credential and certificate offerings and requirements.
- Be responsible for explaining and exploring micro-credential and educational pathways available in the participants area.
- Advise participants on associate and bachelor's degrees which may be considered if the participant has no more than twelve months to complete the degree.
- Facilitate participant enrollment at each assigned institution in appropriate courses to expeditiously complete the participant's chosen education goal.
- Ensure that program participants are aware of all applicable scholarships and financial assistance available at the selected institution and assist with annual FAFSA preparation.
- Provide information and assistance to access other services within their respective communities.

- Coordinate and follow the process to assist with the payment of: tuition, fees, and course materials (after all other aid is applied), wrap around support services, and incentives for clothing upon education completion
- Partner and communicate regularly with local Work Ready Oklahoma contract sites or local workforce boards to support the participants with gaining livable wage (\$15 per hour plus benefits) employment opportunities within the local communities after completion of education goal.
- Develop a mechanism to regularly update all partners on new approved short-term education pathways.
- Establish on-going collaboration with WRO to manage all required forms for WRO participants with a child under the age of 18.
- Identify local businesses providing Employer Tuition Assistance incentives to share with participants. (Link available on OSRHE website)
- Partner and communicate regularly with designated OKDHS Family Coach regarding participants' education plans, estimated completion dates, and all required forms.
- Be responsible for temporary placement during school breaks. Collaboration with the Family Coach is required during the process of all placements and work activities such as soft skills.
- Be responsible for collecting data performance measures to include the number of participants, attendance hours, program of study, work-based learning completion rates, certifications obtained, positive placement, post-secondary enrollment, follow-up on data employment (6 months, 1 year) and rate of hourly pay/benefits
- Attend workshops and conferences as designated by OSRHE and DHS

***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:**

- Must be literate in MS Word, Excel, and PowerPoint
- Good organizational and recordkeeping skills
- Good telephone, verbal, and written communication skills using proper grammar
- Skilled in the use of a courteous, pleasant demeanor towards clients, staff, and the public
- Skilled at multi-tasking
- Must be a "team player" and able to work with a diverse population
- Must be able to serve Northeastern State University, Rogers State University, and Connors State College students
- Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree in Education, Social Science, or related field required
- Previous teaching experience preferred

**SPECIAL REQUIREMENTS:**

- Must be able to bend, stoop and lift up to 25 pounds

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

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