

# Job Description

Position Title: TRiO SSS STEM Coordinator

Job Family: Instructional Support

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The TRiO SSS STEM Coordinator aids students in setting academic goals and acquiring relevant information and services. Performs a variety of coaching and advisory services. Assists students with decision-making processes relating to academic, personal and professional goal achievement. Serves as a student advocate and collaborates with college stakeholders to remove barriers, increase options, and support individual student success. Participates in outreach events to increase enrollment and awareness. Coordinates academic advising, general and selective admissions, assessment and testing, career services, and financial aid processes. Organizes new student, and initial enrollment processes, orientation, and registration.

## 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 academic advising, general and selective admissions, assessment and testing, career services, and financial aid processes. Organizes new student, and initial enrollment processes, orientation, and registration.
2. Facilitates retention of developmental education students and self-service stations. Assists graduating students.
3. Uses a strategic and consultative coaching approach, asks high-impact questions to understand the student's top performance challenge (academic or personal), identify its root cause, co-create solutions, and implement a custom action plan designed to improve performance and help students reach their short-term/long-term academic, personal, and professional goals.
4. Monitors student academic progress; analyzes confidential student information; identifies issues and discrepancies and formulates recommendations for the appropriate action based on findings.
5. Researches and recommends resolutions for technically difficult and complex student issues and concerns.
6. Develops, provides, and presents financial literacy workshops and resources; cultural workshops; career workshops and resources; and academic workshops and resources.
7. Develops, coordinates, and executes student university and educational travel, and partners with in-state and out-of-state university college tours and info sessions.
8. Coordinates annual student achievement recognition event and activities.
9. Travels across all PCC campuses to advise students and participates in recruiting events and workshops.
10. Collaborates with PCC faculty to recruit, retain, and persist students in college.

11. Promotes various PCC and TRiO workshops to campus(es) and external partners.
12. Maintains and updates student TRiO STEM lab with new materials, supplies, and on-campus facilities requests.
13. Supervises TRiO SSS STEM lab and tutors.
14. Ensures confidential student data entry into multiple databases. Maintain hard and digital copies of student files and reports. Records management practices
15. Performs and submits Annual Performance Report to Grant Services and Department of Education. Participates in Internal Monitoring Review and A-133 State Audit and budget maintenance.
16. 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 internal and external customer service principles and practices
3. Knowledge of accounting, budget and fiscal practices
4. Knowledge of data storage concepts including managing and maintaining agency records
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 budget/resource management
10. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
11. Ability to develop and maintain effective and positive working relationships

### **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
  - Current Valid Driver's License
  - Master's degree in closely related field of study preferred
  - Up to One (1) year of related program experience required
  - One (1) to Three (3) years of related experience 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 an 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:

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