

POSITION DESCRIPTION

TITLE: Professional Pathways First Year Coordinator - (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Professional Pathways First Year Coordinator will coordinate the hiring, course scheduling, assessment, and training for adjunct instructors in the Professional Pathways first-year classes. Additionally, they will hire, train, schedule, and co-supervise the student peer-to-peer career mentors (P2Ps) supporting these classes. The Professional Pathways courses are an integral part of the College's Learning through Experiential and Applied Discovery (LEAD) curriculum. As a member of the Center for Career & Professional Development (CCPD) team, the Professional Pathways First Year Coordinator reports to the Director of Professional Pathways.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Provides ongoing communication and guidance for Professional Pathways course instructors throughout the semester, including curricular and co-curricular updates.
- Advises first-year students on Professional Pathways requirements, career and major decision-making exploration, and related topics.
- Assists in the development of the Professional Pathways first-year curriculum.
- Leads the selection, training, and supervision of the lead P2Ps, including weekly meetings to monitor progress and further develop/highlight Professional Pathways content.
- Coordinates assessment of student learning outcomes in Professional Pathways courses, including preparation of assessment reports.
- Collaborates with CCPD staff to support students' engagement in appropriate co-curricular career exploration and networking programs.
- Coordinates adjunct instructors and other campus partners to schedule Professional Pathways courses.
- Tracks student course completion to ensure all students stay on track for graduation.
- Coordinates training for adjunct instructors and P2Ps for Professional Pathways courses.

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- Teaching Responsibilities:
 - Teaches two one-credit Professional Pathways LEAD courses per academic semester (total of four one-credit LEAD courses per academic year).
 - CCPD staff will be prioritized to fill open Adjunct Instructor slots for the one-credit Professional Pathways LEAD courses each academic semester, before any other college staff, faculty, or external candidates are considered.
 - Serves as one of the primary substitutes if a LEAD Adjunct Instructor is sick or unavailable.
 - Serves as one of the primary replacements should a LEAD Adjunct Instructor leave mid-semester or later at no additional compensation.
 - Compensation includes \$1,100 per credit each academic semester, totaling \$4,400 per year for four credits.
- Represents the CCPD during campus-wide events including recruitment, new student, and alumni events.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required; Master's degree in education, student affairs, or counseling preferred.
- Experience: Four (4) years of experience within a higher education, counseling, or career-advising environment.
- Prior success working with at risk and historically underserved students.
- Prior success in course development and assessment, developing and delivering presentations, workshops, and programs.
- Excellent oral and written communication skills.
- Proven attention to detail, organizational abilities, and capacity to multi-task effectively in a fast-paced dynamic environment.
- Proficiency with Microsoft Office and digital and social media tools.
- Ability to utilize data to inform strategic decisions.
- Ability to work effectively with a diverse group of internal and external contacts.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.