

LSRV Education Center Coordinator Job Description

Position Type: Administration

Location: Carbon County Higher Education Center

Reports To: Executive Director

Terms of Employment: At-will, salaried, exempt, 12 month, full-time, fringe benefits

Required:

1. Associate Degree, Bachelor's degree preferred
2. Excellent English, grammar, punctuation, and oral and written communication skills.
3. Excellent organizational and analytical skills.
4. Excellent interpersonal skills including ability to keep confidences.
5. Ability to work with traditional and non-traditional students.
6. Leadership skills and ability to be an effective team member.

Essential Functions:

1. Work closely with the CCHEC Executive Director to provide leadership in instructional improvement, including supervision and evaluation of staff.
2. Work with Executive Director to develop, facilitate, and maintain community partner recruitment and stakeholder relations efforts including those with industry, political resources, other educational institutions, and media.
3. Establish a cooperative working relationship with appropriate personnel in the local school and with other community groups and organizations.
4. Comply with accounting, registration, and contractual procedures put forth by CCHEC and Western.
5. Address community education needs in order to research and develop appropriate programs.
6. Work with the LSRV Community Engagement Coordinator to plan, develop, and evaluate the Community /Adult Education program, both credit and non-credit courses in LSRV.
7. Aid in the development of long-range planning for the Carbon County Higher Education Center and work with Executive Director and colleagues to implement strategic plan components.
8. Recruit and recommend to the Executive Director, Western adjunct faculty to instruct specific courses.
9. Academic Advisor for CCSD#1 high school and adult students enrolled at Western Wyoming Community College and serve as liaison to connect students to programs and advising at other colleges and universities to which students may apply.
10. Responsible for working closely with Western departments regarding students enrolled (or enrolling) at CCHEC including:
 - a. Assisting students with appropriate processes and forms, including admissions, registration, drop/add, FAFSAA completion, and other financial aid forms.
 - b. Providing information to both high school-aged and returning adult students about college opportunities and financial aid options.
11. Receive and track payment for tuition, fees, books, etc and forward to CCHEC.

12. Responsible for all textbook ordering from Western Bookstore and various other publishers for dual enrolled high school students.
13. Responsible for shipping and receiving of textbooks, maintaining inventory of textbooks and check-out and return procedures for textbooks.
14. Responsible for filling out application packets and approval requests for community education instructors, substitutes, and other contract employees and then forwarding to Rawlins for final approval by the Executive Director.
15. Master and utilize the Lumens software for class management, room management, student registration, reports, and provide training to others as necessary.
16. Be familiar with partner sites that offer online classes like ed2go and world education.
17. Monitor the use of classroom space at LSRV Education Center, LSRV School, and other facilities for credit and non-credit classes.
18. Proctor tests for Western classes, as well as other entities as needed.
19. Administer HiSET, and GED pretests, determine needs, tutor students and schedule HiSET and GED testing in Rawlins.
20. Record inventory and update yearly.
21. Determine need and order equipment and supplies upon approval from the Executive Director.
22. Supervise the Community Engagement Coordinator, Administrative Assistants, substitutes, cleaning staff, and other contract laborers.
23. Solve problems at the LSRV facility as they arise, contacting the Executive Director as needed.
24. Monitor website, Facebook and other social media with Community Engagement Coordinator.
25. Develop the LSERV Ed Center budget and submit to the Executive Director for review.
26. Compile student data and write a yearly report.
27. Keep current of professional developments by attending conferences and workshops as approved by the Executive Director and reading appropriate professional literature.
28. Perform other duties as assigned by the Executive Director.