

## **Guided Pathways Coordinator**

Reports to: Title III Project Director  
Classification: Full-time, 12-month Employee  
Pay Status: Academic Management Support, Exempt  
Fringe Benefits per Board Policy  
Starting Salary: \$41,000  
November, 2020  
Position starts April 1, 2021

**Position Overview:** This position reports to the Title III Project Director and is responsible for developing and implementing the Guided Pathways program on the Chanute and Ottawa campuses in an effort to guide career and technical education (CTE) students through their programs of study, into the workforce, and assist with tracking them once they are employed. Duties include, but are not limited to:

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Primary Duties**

1. Develop and deliver CTE guided pathways materials.
2. Train CTE faculty in guided pathways.
3. Develop and oversee two CTE guided pathways centers.
4. Assist with data collection for evaluation
5. Advise career and technical education students.
6. Track student progress toward certificate/degree completion.
7. Provide financial literacy components for CTE students.
8. Work with CTE faculty to connect CTE students with work-based learning experiences.
9. Work closely with CTE faculty and CTE recruiter and admissions personnel.
10. Assist Title III Director with development of new CTE pathways.
11. Assist Title III program directors with assessment of new CTE pathways.
12. Maintain Time and Effort Reports.
13. Maintain Monthly Performance Reports.
14. Coordinate with technical program directors/instructors to ensure program materials and pathway information is up-to-date.
15. Represent NCCC technical education programs when program personnel are not available.
16. Coordinate with admissions staff to ensure consistent information is disseminated regarding all of NCCC programs.
17. Perform other duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills, excellent communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.

2. Ability to appropriately exercise independent initiative and judgment.
3. Experience speaking to small and large groups, experience with social media, and fluent in Microsoft Word and presentation software (PowerPoint).
4. Sensitivity to, and awareness of, confidential materials.
5. Ability to drive a passenger vehicle.

### **Education and Experience**

- Master's degree in education, emphasis on student advising and retention preferred, Bachelor's degree required.
- 3 years' experience advising college students, preferably in career and technical areas.
- Curriculum design experience required.
- Experience with guided pathways, utilizing both high-touch and high-tech resources to assist students in developing and monitoring education and career plans, preferred.

### **Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Travel will be required. Reliable transportation required.
6. Ability to occasional lift and transport items weighing up to 10 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours and weekends.

### **Application:**

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and employment application to: Human Resources Director, Guided Pathways Coordinator, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers.aspx](http://www.neosho.edu/careers.aspx). Review of applications begins upon receipt.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>