

## Colorado Mountain College Position Description

Title: Assistant Coordinator, Pre-Collegiate (Grant Funded)  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$40,928.39 - \$45,475.99 (\$19.68 - \$21.86 per hour)

### Primary Responsibilities

Under the Direction of a designated supervisor, the Assistant Coordinator for Pre-Collegiate Position will be responsible for assisting with the coordination and implementation of pre-collegiate services under the guidelines and mission of CMC and related stakeholder grants (COSI). The position mentors and monitors student program participants and works intensively with their families to prepare students for entry into post-secondary education, access concurrent enrollment opportunities, provides educational advising and career/life planning, responsible for assisting with enrollment, registration, and recordkeeping procedures in cooperation with faculty and administration at assigned campus.

This position is a grant funded position and continued employment for this portion of the position is contingent on continued grant funding.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the needs of the position. Examples may include a Bachelor's Degree and one year related work experience, Associate's Degree and two years related work experience, or High School/GED and three years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position. Demonstrated experience in programs that improve access and success for underrepresented populations, including adult learners, in higher education essential.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities required.

### Essential Duties

1. Identify and promote concurrent enrollment opportunities for local school district students.
2. Recruiting and registering CEPA students, including orientations, high school registration events, presentations, small and individual meetings, and related events.
3. Advise and create academic plans for students.
4. Provide appropriate case management through one-on-one and small group advising sessions with students and families. Monitor and track attendance and academic progress regularly. Monitor relevant early interventions for student success including and refer as needed.
5. Facilitate college and career readiness workshops that include study skills, career exploration, financial aid and financial literacy (including FAFSA/CASFA completion).

6. Promote and coordinate opportunities for college visits, college fairs, career workshops and other related college readiness opportunities.
7. Coordinate and host parent engagement events.
8. Promote, coordinate and support summer programs including but not limited to orientation activities, summer bridge, and college or career related enrichment opportunities.
9. Track and maintain student data regularly and accurately. Review and analyze data to help drive and refine program initiatives, outcomes and success. Assist with annual grant reporting.
10. Establish positive and trusting relationships with students and their families.
11. Share information about CMC services and programs.
12. Coordinate and collaborate with CMC and local school district members with overall CEPA program coordination and support of academic success of CEPA students.
13. Monitoring and appropriate communication or coordination of grade reports and share with high school counselors.
14. Other duties as assigned.

Supervision Received

The position receives general direction from a designated supervisor.

Supervisory Responsibility

This position has no supervisory responsibility.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report is required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Required travel within the college district, altered work schedule and/or occasional evening/weekend hours.

Working Conditions

This position requires constant sitting, occasional walking, standing, and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend, write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	543000; BLS43-4199
Date of review:	7012022

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.