Title: Coordinator - Career & Technical Education
Department: Career & Technical Education (Academic Affairs)
Reports To: Manager - Career & Technical Education
Date Prepared/Revised: May 2014, March 2019

**Purpose, Scope & Dimension of Job:**
The primary purpose of this position is to oversee and coordinate the development of secondary articulation agreements, ensuring collaboration among secondary program leaders and post-secondary CTE program coordinators, and ensuring the timely and accurate production of articulation activities and documents. This position requires extensive knowledge of the college’s CTE programs and curriculum, as well as the secondary CTE programs provided within the college service district. This position is also responsible for management of the articulation database.

Additionally, this position will provide site administration of the Career and Technical Education Management Application (CATEMA) software system, used to track CTE student transition within the college’s service area. This position is expected to work as a liaison to CATEMA technicians, to collaborate with secondary and other relevant parties to provide faculty/staff training, and to oversee use of the system.

This position will communicate directly with internal stakeholders (CTE deans, program coordinators, and faculty) as well as external stakeholders at secondary (area high schools and ISDs) and state level to ensure that Mott continues to meet Perkins requirements, state expectations, and local needs for articulation. This position will be responsible for interfacing with relevant State of Michigan databases to update articulation and Program of Study data.

Under the direction of the Manager of Career & Technical Education, this position will also help to administer local Perkins grant funds, particularly through acquisition of instructional equipment, support for advisory committee meetings, and processing of professional development requests.

**Supervisory Responsibility:**
No supervisory responsibility, however, this position coordinates the daily operation of the department of Career & Technical Education and may provide direction of student employees or temporary support staff.

**Essential Duties/Major Accountabilities:**

A. **Secondary to Postsecondary Articulation - Development and Implementation of Process**
   Develop and oversee process; provide information to Mott deans and program coordinators and secondary program leaders; serve as gatekeeper to ensure quality process. Serve as archivist/historian to provide institutional memory/knowledge of past precedent to new situations.
   1. Analyze secondary requests for articulation agreements; assess potential conflicts; research past and related agreements; engage program leaders in decision-making.
2. Facilitate meetings among secondary and post-secondary academic leadership for the purpose of aligning curriculum and developing articulation agreements.
3. Develop and produce articulation agreements, working with appropriate stakeholders.
4. Oversee signature process.
6. Work with appropriate staff to ensure that all agreements are available on the MCC website.

B. Database Management - Administer and Coordinate Regional Use of CATEMA
   1. Consult with CATEMA technicians to oversee system upgrades, functionality.
   2. Assume a leadership role with area secondary contacts to ensure full and accurate implementation and data entry.
   3. Collaborate with internal stakeholders (deans, program coordinators, and registrar’s office) to ensure transfer of data from CATEMA to Datatel system.
   4. Assist students and faculty in completing credit articulation, providing referrals to appropriate supportive services as needed.
   5. Regularly assess state climate for opportunities to expand database.

C. Grant Administration – Coordinate Documentation of Grant Activities
   1. Consult with academic deans and faculty to assemble and prepare professional development, program evaluation, equipment, and supply requests for Perkins funding.
   2. Consult with academic deans and faculty to complete Employee Transaction Forms for Perkins program improvement activities.
   3. Consult with academic deans and faculty to verify invoices; consult with accounting personnel to ensure prompt payment.

D. Related Support Areas
   1. Compose clear and articulate correspondence and communications to college and secondary faculty and administrators.
   2. Assist with activities sponsored by the CTE Office, such as Advisory Committee meetings, Perkins workshops and meetings, etc.
   3. Carries out other duties as assigned in keeping with the functions of the position.

Accountability Standards for all Department Staff:
   1. Promote positive image of the Office of Career & Technical Education, Academic Vice President, President, and college as a whole by ensuring that all communication, both verbal and written, adheres to or exceeds professionally accepted standards.
   2. Provide high level of customer service to students, staff, and faculty members, as well as to external stakeholders.
   3. Maintain accurate records of the college’s secondary articulation history, Perkins grant administration, and other documents as appropriate.
   4. Coordinate work efforts with other appropriate groups.
   5. Coordinate efforts and maintain open lines of communication to ensure that all necessary work is completed in a timely manner.
   6. Assist Academic Administration in ensuring that students are adequately prepared to succeed at college level, and that students receive appropriate credit for prior coursework.
   7. Behave ethically.
   8. Consistent and timely attendance.
Minimum Required Knowledge, Skills, and Abilities:
1. Bachelor’s Degree in Business Administration, Education, Public Administration, or related field.
2. Three years of experience working in an academic setting.
3. Integrity and sound judgment in handling confidential information.
4. Demonstrated ability to efficiently organize and manage large amounts of complex information.
5. Detail oriented, well organized, and accurate.
6. Demonstrated work history of providing high quality, strong customer-oriented services, including problem-solving approach, strong listening skills, history of coordinated work efforts with extensive follow-through and follow-up, experience identifying customer needs.
7. Strong analytical, problem-solving, logic, research, and documentation skills.
8. Ability to work successfully in a high stress environment, handling multiple tasks and projects simultaneously. Demonstrated history of on-time delivery of projects, project coordination, and anticipation of issues.
9. Demonstrated ability to succeed in a team-oriented environment; ability to coordinate work-effort with others and work effectively with others in a team setting. Willing to help co-workers; “we” orientation/attitude. Willingness to perform both professional and technical/administrative/clerical tasks.
10. Willing to take accountability for and ownership of work and job operations.
11. Exhibited track record of dependability and reliability.
12. Ability to work successfully in an environment without detailed direction and in the absence of work process documentation; self-motivated.
14. Strong communication skills.
15. Willingness and ability to work the hours necessary to meet the needs of faculty, staff and students to achieve departmental goals, including work outside of standard office hours and weekends.

Additional Preferred Qualifications:
1. Experience with CATEMA system.
2. Experience with Microsoft Access.
4. Experience working with federal grant administration.
5. Experience designing and conducting training.
6. Experience in a unionized environment.

Unique Aspects of Job:
1. Requires the ability to work on several projects simultaneously.
2. Requires the ability to work in an environment that may have interruptions.

Physical Requirements:
1. Frequently operates a computer and other office productivity machinery such as a copy machine and computer printer.
2. Must be able to remain in a stationary position approximately one-third of the time.
3. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
4. This position requires repetitive motion (e.g., typing) keyboarding, answering phones.
5. This position requires extended periods of time to be spent working at LCD computer monitors.

**Hours/Schedule:**
Full-time 40-hours per week position. Working hours may occasionally include evenings and weekends as determined by seasonal workload demands.
Signatures:

Manager - Career & Technical Education

Vice President - Academic Affairs

Employee

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

This section to be completed by a Human Resources representative

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<th>Professional Technical / Grade 7</th>
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<tr>
<td>Job Description Status:</td>
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Reviewed by Human Resources: ____________________   ____________________
Initials     Date