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| **POSTING DETAILS** |  |
| Posting Number: | 0002 |
| Position Title: | Career Connected Learning Systems Navigator |
| Reports To: | Vice President of Academic and Student Affairs |
| DBM: |  |
| Type of Position: | Service/Supervisory/Administrator |
| Assignment Description: | This is a grant-funded position with secure funding through September 30, 2024. Continuation of this position is dependent on funding. |
| Salary: | Base pay starts at $56,695 |
| Type of Benefits: | * Medical, dental (with orthodontia), vision * Life, Long-term disability * State PERS retirement * Tuition Waiver * EAP |
| Other Benefits (if applicable): | * Full-time Service and Supervisory employees receive 176 hours of vacation annually. * Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. * In addition to mandated retirement program participation, the college provides options for voluntary 403(b) savings participation. |
| Department: | Instruction |
| Job Summary/Basic Function: | The Career Connected Learning (CCL) Systems Navigator is responsible for coordinating efforts to connect K-12 students with CCC Career Technical (CTE) programs and other career development opportunities. These efforts will include working with local schools, workforce boards, the North-West Regional ESD and other groups to develop activities and resources to help students learn about career options, gain experience, and transition from high school to a career or into a CTE program. This position will work in collaboration with counterparts around the state to increase internships, access to CTE training programs, and career exploration opportunities with the goal of reducing equity gaps in CCC's large and diverse district. |
| Essential Duties: | ESSENTIAL DUTIES AND RESPONSIBILITIES:  Core Elements:  1. Build relationships and connections for K-12 schools within CCC's district that maintain, develop, and/or  enhance CCL and Work-Based Learning (WBL) opportunities.  2. Coordinate and collaborate with CTE Regional Coordinators, STEM Hubs, Workforce Development Board and  Local Workforce Investment Boards, Local/Regional Business and Industry, School Districts, and the North-West  Regional ESD (Education Service District).  3. Support the improvement of connections, coordination, and alignment between the colleges and the high  schools through marketing, recruitment, onboarding, advising, and professional learning.  4. Help to identify and remove barriers to aid student transition into CTE college programs and/or careers.  5. Develop and implement strategies to identify and address capacity and equity gaps in connecting regional CCL  systems to CCC programs.  6. Recommend best and promising practices of systems of support, programmatic structures and standards, and  data and tracking systems to local education agencies and other education and community partners for  improvement efforts related to operations and compliance with established policies, objectives and regulations  pertaining to CCL.  7. Participate actively in CCL Network meetings and activities and contribute to the CCL Resource Hub.  Regional Program Elements:  8. Collaborate with CCC's internal and external partners on best practices for providing equitable, quality career  awareness, exploration, preparation, and training programs for K-12 students while ensuring those programs  align to the broader workforce development systems in the region.  9. Document systems and processes that support sustaining the grant activities beyond the initial funding.  10. Recommend administrative controls, organizational structures, and program standards to CCC  administrators, local education agencies and other education and community partners to improve operations or  maintain compliance with established policies, objectives, and regulations pertaining to CCL.  Administrative Functions:  11.Collect data needed to satisfy CCC and grant reporting requirements.  12.Monitor program area expenses and budget-related activities.  13.Perform other essential functions as assigned that support the overall objectives of the position. |
| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | Minimum Requirements:  1. Bachelor's degree in education, business, human development, or related field.  2. Two years of related professional work experience in any combination of the following:  a. Working with students and/or community partners representing diverse communities  b. Coordinating programs and facilitating small, medium, and large network gatherings  c. Building and coordinating grant/project management activities  The College recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet minimum qualifications but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply.  All employees are required to successfully complete and pass a background screen, which includes a criminal history check.  License: Current Oregon Driver's License, or the ability to obtain within 30-days of hire. |
| Knowledge, Skills and Abilities Required: | KNOWLEDGE, SKILLS, AND ABILITIES:  Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.  1. Demonstrated knowledge and understanding of K-12 and postsecondary educational settings.  2. Knowledge of project management including planning, implementing, and supporting grant related projects and activities.  3. Possess effective interpersonal, organizational, and oral and written communication skills.  4. Ability to work independently and to use good judgment with respect to priorities and deadlines.  5. Ability to carry out complex tasks and build new programs with limited guidance.  6. Ability to manage conflicts within and/or between groups and to work in a team environment.  7. Ability to consistently treats customers, partners, vendors and co-workers with dignity and respect.  8. Ability to communicate and develop strong working relationships with people from different cultural  backgrounds and other aspects of human diversity; possess a high degree of cultural competence.  9. Ability to monitor budgets and other administrative processes in a timely and professional manner.  10. Ability to meet deadlines, set work priorities, and manage workload.  11. Ability to use software programs and database systems which include Microsoft Office Suite, email, website editing, basic desktop publishing, and modern office equipment. |
| Desirable Qualifications: | Preferred Qualifications:   * Master's degree in education, business, human development, or related professional field. * Experience working in a higher education setting. * Experience that demonstrates focus and support of Career and College Readiness, Career Connected Learning, or Work-based Learning efforts. |
| Physical Requirements: | ERGONOMIC REQUIREMENTS:  This position requires a flexible work schedule that may include frequent regional travel, some overnight, and some evening and weekend work. Travel throughout the CCC regions as well as to state meetings is required for this position. Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to work at a workstation for extended periods. Requires ability to write, read written materials and computer screens, and ability to use telephonic conversations. Occasional lifting up to 25lbs. All individuals are required to perform essential functions with or without reasonable accommodation. |
| Posting Date: | 09-14-2022 |
| Special Instructions to Applicants: | VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.  Successful candidate will be required to provide official transcripts upon initial hire. |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Other Document |
| Required Applicant Documents: | Resume  Cover Letter |
| **CLOSING DATE:** | Open Until Filled |