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| **POSTING DETAILS** |  |
| Posting Number: | 0004 |
| Position Title: | Future Ready Grant Curriculum and Tracking Specialist  |
| Reports To: | CTE Grant Director  |
| DBM: |  |
| Type of Position: | Classified |
| Assignment Description: | This is a grant-funded, hourly, .75 FTE position scheduled to work 1500 hours. Continuation of this position is dependent upon continued grant funding. |
| Salary: | Base pay starts at $16.52 hourly |
| Type of Benefits: | * Medical, dental (with orthodontia), vision
* Life, Long-term disability
* State PERS retirement
* Tuition Waiver
* EAP
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| Other Benefits (if applicable): | * Employees accrue vacation and sick time.
* In addition to mandated retirement program participation, the college provides options for voluntary 403(b) savings participation.
* Employees and eligible dependents receive a tuition waiver and free use of our fitness facility.
* Employees enjoy a four-day work week during the months of July and August.
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| Department: | Workforce |
| Job Summary/Basic Function: | The Future Ready Grant Curriculum and Tracking Specialist will work with the CTE Grant Director and the Future Ready Oregon team on performing technical support functions related to Career Pathway Curriculum and assist in tracking Career Pathway/Future Ready Oregon Student Data. There will be an emphasis on collecting and tracking data requirements for the grant. This position will also assist in completing the HECC requirements for updating existing and creation of new Career Pathway opportunities. |
| Essential Duties: | * Coordinate applications for new Career Pathway Certificate offerings and serve as a liaison with the Office of Community College and Workforce Development (CCWD) for program and course approval.
* Assists the Career Pathway Coordinator and Future Ready Coordinator in meeting with students and providing information and student support.
* In coordination with the CTE Regional & Career Pathway coordinator and Future Ready Coordinator maintain and update Career Pathway Roadmaps.
* Serves as a resource regarding Career Pathway Certificate offerings to the College Instructional Council regarding state and regional policies.
* Create and update excel spreadsheets that contain grant required student data.
* Ensure that the student data is collected and protected when compiling student sensitive information.
* Provide the tracking information to the Future Ready Now Analyst. Assist the data analyst with the data that is being tracked.
* Provides administrative assistants during CARES meetings.
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| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | An associates degree, including college level course work in business administration, education, or related field, and two years of experience in higher education or equivalent, including any combination of education, experience, and training that would indicated possession of the required knowledge, skills, and abilities listed. |
| Knowledge, Skills and Abilities Required: | Required Skills/Abilities* Ability to manage projects with a tight timeline.
* Experience working in excel and creating and maintaining spreadsheets.
* Experience working in Google forms to obtain student data.
* Ability to relay updates from CCWD that relate to Career Pathway/Future Ready Now changes.

Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.  |
| Desirable Qualifications: |  |
| Physical Requirements: |  |
| Posting Date: | 10-15-2022  |
| 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. |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Other Document |
| Required Applicant Documents: | ResumeCover Letter |
| **CLOSING DATE:** | Until Filled |