

Job Title	Program Coordinator
PVN ID	NC-1708-002043
Category	Administrative Services
Location	GUTTMAN C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Oct 30, 2017 (Or Until Filled)

General Description

Guttman Community College recently received two grants related to technology-based retention solutions; Project STARS (Student Achievement and Retention Solutions) and Project GAPP (Guttman's Advising and Planning Project). The Office of Academic Affairs is seeking a project coordinator to assist with managing both of these projects and to maintain Starfish, Guttman's retention solutions software technology, as well as coordinate the development and implementation of educational planning modules in Digication, Guttman's ePortfolio platform. While this is a grant-funded position, there is a plan to institutionalize the coordinator role at the conclusion of both grants. The program coordinator will report to the Associate Dean for Assessment and Technology in the Office of Academic Affairs.

Other Duties

- Maintain and serve as the primary campus contact for Guttman's retention software (Starfish Retention Solutions).
- Provide training and ongoing support for Starfish to faculty, advisors, and other administrators.
- Coordinate development and implementation of education planning modules in Digication, Guttman's ePortfolio platform.
- Coordinate and prepare reports for funders.
- Prepare reports for College leadership on Starfish and Digication utilization and outcomes.
- Ensure tracking and documentation of all grant activities.
- Partner with relevant offices to ensure timely progress in being made in grant activities.
- Participate in initiatives related to support of early alert and ePortfolio.

Qualifications

Minimum Qualifications

- Bachelor's Degree and six years' related experience required

Preferred Qualifications

- Master's degree in either advising or a technology-related degree preferred
- Excellent communication and interpersonal skills
- Strong technical skills
- A minimum of two years of related higher education experience, preferably in a community college setting
- Proficiency with Microsoft Office, specifically Word, Excel, and PowerPoint
- Experience with Starfish or similar early warning/early alert software preferred
- Experience with ePortfolio