MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

Job Description

POSITION: Coordinator of Adult Learner Services

REPORTS TO: Director of Adult Learner Services

DEPARTMENT: Student Affairs

BROAD FUNCTION:

Provides for the coordination, communication, programming and support for the non-traditional student populations. Responsible for the development and implementation of workshop and support services which address their unique and special needs.

MAJOR RESPONSIBILITIES:

1. Oversees the coordination and assignments of new student advising appointments for adult learners with the Coordinator of Academic Advisement;

2. Networks with outside agencies, including but not limited to the Department of Labor and Working Solutions that enhance communication to help coordinate referrals for funding opportunities through WIA and Trade Act or other funding sources for adult learners;

3. Responsible for the coordination of communication of mandatory student progress reports to government agencies for all funded students;

4. Responsible for tracking and communication of retention data for adult learners as prescribed by the Director;

5. Develops and implements programs that review the progress of all adult learners to include reporting and follow up communication and support for development of educational roadmap toward milestones;

6. Develops activities and coordinates events for Non-Traditional Student Week and orientation;

7. Develops and implements workshops relevant of the needs of adult learners, including but not limited to computer/Blackboard;

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8. Collaborates with Academic Centers to advocate for the needs of adult learners, pertaining to the delivery of academic programs;

9. Oversees maintenance of the Adult Learner Services web page through consultation with the Director and relevant staff members;

10. Oversees the implementation and reporting of assessment practices as developed by the Director;

11. Responsible for the development of and updates to a Systems and Procedures manual for Adult Learner Services;

12. Assists with the development of the Adult Learner Services budget;

13. Assigns and coordinates the duties of Adult Learner Services staff;

14. Other duties as assigned by the Director of Adult Learner Services.

**QUALIFICATIONS:**

Bachelor’s degree required; Master’s degree preferred. Excellent computer and communication skills including database experience required. Demonstrated ability to multi-task, interact with a diverse student body and be a team player with internal and external constituents.

**SALARY** | **AFFILIATION** | **TERM**
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Grade 4 | Professional | 12-month

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