

Southeastern Illinois College

CTE Support Specialist

(full-time, grant-funded)

DIVISION: Workforce Education/Perkins
LOCATION: Main Campus
REPORTS: Associate Dean Workforce & Community Education
BOARD APPROVED: September 26, 2023

GENERAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

1. Assist CTE students in educational and career planning through one-on-one meetings to assess student needs and challenges.
2. Assist CTE students in planning for successful transfer to a 4-year institution or to the workforce.
3. Identify and provide outreach and career exploration to current students not planning to attend college and/or those who have graduated high school and are not attending.
4. Work with middle school and high school students on career exploration and career pathways.
5. Assist with the distribution of the CTE Special Populations survey and reporting of results for data collection.
6. Provide high-touch assistance to all CTE students who have identified barriers and/or identified as special population status.
7. Work with the SIC Dual Credit Coordinator/Recruiter and SIC Financial Aid Department to identify career opportunities and pathways for at-risk students.
8. Distribute CTE program literature and conduct presentations to district agencies, civic organizations and businesses, targeting Perkins – eligible students.
9. Meet with employers to discuss employment and hiring needs and to establish working relationships for potential career opportunities.
10. Assist with the gathering, retrieving and reporting of data for activities associated with CTE grant, job trends and apprenticeship opportunities.
11. Establish and maintain CTE library and lending programs such as with textbooks uniforms, etc.
12. Maintains database and files supported as a function of the CTE Navigator for ICCB grants.
13. Assists with gathering, retrieving and reporting data for tracking/monitoring activities associated with ICCB grants.
14. Maintains recruitment and outreach records for both students and businesses.
15. Researches and develops Programs of Study and Program Review for CTE related programs.
16. Assists Associate Dean of Workforce and Community Education with grant writing and reporting for CTE related funding opportunities.

17. Assistance with maintaining inventory of equipment and supplies for Perkins reporting.
18. Assist the webmaster with uploading programs of study.
19. Other duties as assigned by the Associate Dean of Workforce and Community Education or the Vice President of Academic and Student Services.

QUALIFICATIONS:

This position requires self-motivation, excellent organizational skills, outstanding customer service skills, and the ability to communicate effectively with others. Performing the duties of this position will require a professional attitude and proper office protocol at all times. This is a high energy position demanding flexibility, the ability to multi-task, and the ability to perform as a team player.

EDUCATION AND/OR EXPERIENCE:

A minimum of a Bachelor's degree required in Education, Communications, Social Services, or related field, with experience in a community college setting preferred. Candidates must have knowledge of computer and be proficient in computer skills, mainly with word processing and spreadsheet programs. Prior knowledge of career pathways and/or one or more Career and Technical Educational program areas preferred.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Good proofreading skills are essential. Ability to effectively present information in one-on-one and small group situations to students, employers, and employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical computations, including addition, subtraction, division and multiplication.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel or crouch. The employee is required to use a computer on a daily basis.

WORK ENVIRONMENT:

The work environment characteristics include an indoor, office setting. The noise level is usually moderate.

WORK SCHEDULE:

The normal work week for employees under this agreement is Monday through Friday. If for energy conservation, the Board of Trustees elects to enact energy conservation measures during a designated time in summer months, the work week shall be four (4) days, Monday through Thursday for that designated time period.

The typical work day shall be flexible based on student, employer, and college needs.

PROBATIONARY PERIOD:

There will be a 90-day probationary period imposed with this position at which time the employer will evaluate the employee's performance in relation to the responsibilities of this specific position.