

# Southeastern Illinois College

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## CTE and Special Projects Coordinator

(Full-time administrative position; *partially grant-funded*)

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DIVISION:	Academic Services
LOCATION:	Main Campus
REPORTS:	Executive Dean of Academic Services in conjunction with Associate Dean for Workforce and Community Education
BOARD APPROVED:	October 23, 2018 / May 23, 2017 / December 8, 2015

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**POSITION SUMMARY:** This position oversees the administration and implementation of CTE and related special projects, including relevant workforce training, for the College. This position is responsible for grants which support CTE programs and activities, with primary responsibility for activities and direction of the Carl D. Perkins Grant. This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**ESSENTIAL RESPONSIBILITIES:** Must work effectively and efficiently in a fast-paced team environment, be self-motivated, absorb information quickly and possess excellent technical, organizational, interpersonal, and communication skills, both oral and written.

1. Plan, organize, assess, evaluate, and administer grants as assigned which support CTE academic programs and CTE related initiatives and activities. This includes, but is not limited to, the following grants: Carl D. Perkins Postsecondary Career & Technical Education Grant, Illinois Community College Board (ICCB) sponsored grants, Delta Regional Authority (DRA) grants.
2. Coordinate and/or lead custom workforce trainings.
3. Provide general oversight of the Outdoor Complex including coordinating and fostering gun safety trainings and archery courses.
4. Provide oversight of the fire training program and utilization of the Outdoor Classroom Facilities.
5. Serve as College liaison with Illinois Eastern Community College (IECC) Mining Technology program with regard to promotion, recruitment, and coordination of mining technology classes, competitions, and trainings on SIC's campuses.
6. Serve as Coordinator for the Mine Rescue Skills Competition which entails serving as chair of oversight committee, planning, organizing, executing and assessing competition.
7. Explore new sources of growth (e.g., enrollment initiatives, grant funding) for CTE, including safety training.
8. Submit applications, implement, and complete reports for grants.
9. Initiate, develop, and maintain relationships with all private & public sector entities to promote college CTE.

10. Participate in local, state, and regional organizations developed for the improvement of CTE and related grants.
11. Assist in the general recruitment of CTE students, including but not limited to, high school spotlight days, FFA competitions, and program-specific recruitment activities.
12. Prepare and recommend to the Marketing Coordinator news releases, advertising and promotional materials for CTE and grant-related programs.
13. Review and approve purchases in accordance with approved budgets for CTE as assigned.
14. Maintain safety standards in Outdoor Education Complex area.
15. Assist with Archery building use ensuring patron safety.
16. Coordinates and/or leads assigned campus safety trainings.
17. Perform other duties as assigned or delegated by the Associate Dean for Workforce and Community Education and/or Vice President for Academic Affairs

### **QUALIFICATIONS:**

1. Bachelor's degree required with CTE/workforce education and experience preferred.
2. Ability to multi-task various activities and programs.
3. Previous grant writing experience helpful.
4. Excellent computer skills and ability to use Microsoft products with a high level of skill.
5. Strong project management skills.
6. Excellent communication and organizational skills.

### **COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and ability to meet deadlines with excellent follow-up skills needed to be successful in this position. Ability to read and interpret agreements, procedure manuals, and reports required. Ability to make presentations to groups, as well as work on an individual basis with students, faculty, and staff is necessary.

### **REASONING ABILITIES:**

Must have the ability to solve practical problems and deal with a variety of variables where standards are required. Ability to define problems, collect data, establish facts, draw valid conclusions, and develop acceptable solutions. Ability to coordinate complex projects is necessary.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

### **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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, talk and hear. The employee is occasionally required to sit; use hands and fingers, feel objects, use tools, reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

**OTHER REQUIREMENTS:**

Some evening hours may be required. Travel to training, conferences, seminars, etc. will be required, some of which may involve overnight stays. The employee must be able to view a computer screen for long periods of time, as well as spend extended periods of time completing keyboard tasks.