

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA**

JOB DESCRIPTION

TITLE: Bilingual Career Pathways Navigator & Academic Specialist.

NOTE: Funding for this position is made possible by AEFLA, ELL, PACE/Pathway, and GAP funding streams.

DIVISION: Student and Academic Services.

SUPERVISOR: Director of Secondary Programs, Student Development, and Transitions.

BASIC FUNCTION: (1) The development of career pathways that include English Language acquisition.
(2) The recruitment and advising (both academic and career) of students that enables them to secure gainful, quality employment.

QUALIFICATIONS: **Required** – Bachelor’s Degree.
Work experience that supports excellent organizational skills, marketing skills, and interpersonal skills.

Strongly

Preferred – Bilingual in the English and Spanish languages.

Preferred - Experience in student services at a community college.

Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.

DESIRED QUALITIES AND CHARACTERISTICS:

1. Ability to read, understand, and express oneself clearly and effectively in oral and written communications in both the English and Spanish languages.
2. Appreciation of the benefits of a multicultural society.

DUTIES/RESPONSIBILITIES:

1. **Advise** targeted students (i.e., primarily those best served by AEFLA, ELL, PACE, and GAP funding) in order to promote personal growth, academic and career planning, and decision making by assisting them to identify goals and develop career pathways in order to achieve successful transitions to post-secondary education, training, and/or employment. Help targeted students navigate all phases of academic and career planning, including program and course information, scheduling, registration, transfer requirements, articulations with other educational institutions, graduation requirements, scholarships, and financial aid. Refer targeted students to appropriate support services of the College that would best assist in student success. Conduct orientations for qualified participants to describe regional labor market opportunities, employer partners, and program requirements and expectations. Serve as the advisor for students in the Accounting program.
2. **Collaborate** with Adult Basic Education, Continuing Education, Learning Center, Secondary Programs, Student and Academic Services, and other college programs and committees to develop and implement non-credit and credit curriculum (English/Spanish), career pathways, and articulation of programs for targeted students.

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3. **Increase** the number of targeted individuals who create a career advancement plan, enroll, and complete skilled training or other post-secondary education or training programs by developing measurable and effective recruitment, assessment, and referral activities designed for target populations. Plan recruitment, orientation and retention activities for targeted students, visit area high schools and businesses, attend college/career fairs, schedule and conduct campus tours, reflecting sensitivity to the time and financial constraints and remediation needs of target populations. Explain College services and procedures to targeted student populations. Develop promotional materials needed to inform targeted student populations, high school personnel, community agencies, and other interested parties about NCC and its services.
4. **Intervene** during times of targeted student need with funded assistance to enable student success.
5. **Connect** the College and its learning opportunities and support services to community organizations that focus on the unique needs of underrepresented populations by serving as a multicultural liaison who partners with area high schools, targeted businesses, and identified community-based organizations in order to increase opportunities for the targeted student populations. Establish advisory committees as needed.
6. **Research** and identify strategies that strengthen the recruitment and retention of targeted students and their transitions into the workforce or continuing education.
7. **Track** student achievement in meeting goals. Work closely with College personnel to monitor program capacity, assist in student admissions, and monitor student progress. Maintain student contact information, demographic data, and other data. Develop and monitor information and data as required for local, state, and federal reporting. Analyze data, recommend improvements, and implement new procedures.
8. **Serve** on appropriate College, district, and state-wide committees.
9. **Exemplify** the College core values, philosophy, goals, and objectives. Keep the Director informed of activities.
10. **Fulfill** any other duties assigned by the Director or by the Executive Dean of Student and Academic Services. Work to fulfill the College mission.

GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

N = Not Applicable O = Occasional (10-33%) C = Constant (67-100%)
S = Seldom (1-9%) F = Frequent (34-66%)

- O Stooping: Bending body downward and forward by bending spine at the waist.
- S Kneeling: Bending legs at knee to come to a rest on knee and hands.
- S Crouching: Bending body downward and forward by bending leg and spine.
- N Crawling: Moving about on hands and knees or hands and feet.
- O Reaching: Extending hand(s) and arm(s) in any direction.
- O Standing: Particularly for sustained periods of time.
- C Sitting: Particularly for sustained periods of time.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- S Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- S Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- S Grasping: Applying pressure to an object with the fingers and palm.
- C Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C Hearing: Perceiving the nature of sounds.
- N Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (5 ft. height.)
- N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- O Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C Visual Acuity: View computer and/or close visual work less than 18” of distance.
- O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions such as a typical office or administrative work.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

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WAGE/SALARY RANGE: \$35,000 - \$40,000

APPLICATION CLOSING DATE: Applications accepted until the position is filled; review of applications to begin immediately.

ANTICIPATED EMPLOYMENT DATE: As soon as filled.

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. ***Do not*** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. ***When indicated, copies of all academic transcripts must be included.***

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: rcarlson@nwicc.edu.

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.