

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA**

JOB DESCRIPTION

- TITLE:** Perkins Coordinator
- DIVISION:** Student and Academic Services
- SUPERVISOR:** Director of Student Development, Secondary Programs, and Transitions
- BASIC FUNCTION:** Full time. Provide the necessary coordination to facilitate youth career education programming between NCC and local school districts. Be creative, organized, detail-oriented, and a high-energy individual who is able to enhance and expand special events in support of the mission and vision of the college through Perkins grant activities.
- QUALIFICATIONS:** **Required** – Associate’s degree.
Educational work experience with either K-12 or community colleges or youth programming experience.
Basic computer skills.
- Preferred** – Bachelor’s degree.
Bilingual in English and Spanish languages.

DESIRED QUALITIES AND CHARACTERISTICS:

1. Strong communication, leadership, problem-solving, team-building, and human relations skills.
2. Ability to take initiative and the lead on an event.
3. High degree of confidentiality and commitment to the College.

DUTIES/RESPONSIBILITIES:

1. Coordinate career education events for NCC that connect the college to local districts and agencies. Examples: 8th Grade Career Day, Junior Career Day, Summer Camps, Afterschool programs.
2. Organize new Perkins grant activities and initiatives; Recruit students and schools for these programs.
3. Serve as college representative to help serve and promote STEM and CTE programming when appropriate.
4. Demonstrate ability to plan, manage, and execute successful events.
5. Engage strong organizational skills and pay close attention to detail.
6. Ability to be conscientious, proactive, and self-motivated.
7. Ability to plan multiple projects simultaneously, anticipate project needs, discern work priorities, and meet deadlines with little supervision.
8. Ability to approach problems with creativity, insight, and resourcefulness.
9. Calm demeanor under pressure.
10. Generate necessary local, state, and federal reports as needed.
11. Establish opportunities to connect K-12 partners, business partners, and postsecondary partners to promote career education and skill development.
12. Manage grant activities, application, planning, and budget.
13. Support and work with transitions team to foster programming.
14. Use strong communication skills to keep stakeholders, volunteers, presenters, etc. apprised of events and next steps.
15. Serve as a student advisor.
16. Responsible for the establishment and function of appropriate advisory committee(s).

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17. Serve on college committees and cross functional teams and work effectively within team environments.
18. Participate in professional development activities that support the position.
19. Other duties as assigned by the Director of Student Development, Secondary Programs, and Transitions.

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%)

- S Stooping: Bending body downward and forward by bending spine at the waist.
- N Kneeling: Bending legs at knee to come to a rest on knee and hands.
- N 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.
- O Sitting: Particularly for sustained periods of time.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- N Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- N 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.
- 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.
- S 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.
- F 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 in 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: \$30,000 - \$35,000

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

ANTICIPATED EMPLOYMENT DATE: As soon as possible.

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.