

**MANCHESTER COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT: _____

FLSA: Non-Exempt **EEO-6:** 5-51 (Technical & Paraprofessional) **SOC CODE:** 25-9033

CLASSIFICATION: Program Planner II

CLASSIFICATION CODE: 7114

IN-HOUSE TITLE: C-Clamp Project
Career Success Coach

DATE ESTABLISHED: 2/8/12

POSITION #: M2G00005

DATE OF LAST AMENDMENT: 2/13/12

SCOPE OF WORK: Serves as a primary source of support to participants in the Advanced Manufacturing TAACCCT funded C-Clamp project to help ensure their academic and career success. Works directly with project participants to help them identify academic and personal strengths and challenges that may impact their career success. Assists each participant in the development of a Career Success Plan and identification of strategies to achieve their stated goals. This position shall report to the Project Coordinator of the C-Clamp project.

ACCOUNTABILITIES:

- Provides an introduction and overview of project opportunities and resources to all participants.
- Supports participants in self-assessment of learning preferences, personal styles, strengths, challenges, and other factors that impact success.
- Facilitates development of an individual Career Success Plan and coaches participants in early stages of implementation of their plan.
- Identifies and provides resources about career development opportunities for project participants.
- Works with students to identify academic challenges and link them to appropriate resources to address those challenges.
- Meets with the Project Coordinator, MCC faculty and staff, and employers to ensure that the project's training experiences provide skills that best serve the needs of the manufacturing industry.
- Tracks and documents student participation and success and provides this information to the Project Coordinator.
- Complies with all system, college, campus, state and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in education, social science, human resources management or other related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three (3) years' experience in career or academic advising within a postsecondary setting or institution, with responsibility for program planning, monitoring and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license, necessary for travel throughout the state.

PREFERRED QUALIFICATIONS: Familiarity/direct experience with the manufacturing industry in NH is preferred. Familiarity with current and evolving teaching strategies and teaching experience at a secondary or postsecondary institution is also preferred.

RECOMMENDED WORK TRAITS: Knowledge of the policies and regulations relevant to the program area in which assigned. Knowledge of the theory and methods of planning programs. Considerable knowledge of the techniques of research and design. Some knowledge of the budgetary process of colleges and government. Skill in providing leadership. Ability to coordinate planning activities. Ability to communicate effectively orally and in writing. Ability to perform research. Ability to evaluate statistical and verbal information. Ability to speak before groups. Ability to prepare in-depth reports. Ability to make recommendations based upon sound facts. Ability to detect and define problem areas and causes and to create and develop effective solutions, including the exercise of sound judgment in evaluating situations, planning action, making decisions and setting priorities. Ability to work independently to develop new or alternative approaches to meet changing and variable conditions. Ability to establish and maintain effective working relationships with college employees, various levels of governmental officials, public and private college personnel and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name (print) _____
Employee's Signature _____/_____/_____
Date Reviewed

Supervisor's Name and Title: _____, C-Clamp Project Coordinator

The above job description accurately measures this employee's job duties.

Supervisor's Signature _____/_____/_____
Date Reviewed

CCSNH - Director of Human Resources _____/_____/_____
Date Approved