**Job Description**

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| **Job Title:** | Transition Coordinator | **Location:** | Main Campus |
| **Department:** | Dual Credit Office | **Reports To:** | Director of Dual Credit |
| **Division:** | Instruction | **Pay Grade:** | P04 |
| **FLSA Status:** | Exempt |  |  |

**SUMMARY**

The Transition Coordinator establishes and maintains relationships with local school districts and North Idaho College to provide opportunities for high school and non-secondary students to receive college credit using either technical dual credit, technical competency, or academic dual credit models. This position is an integral part of the Student Enrollment Management (SEM) initiatives and the retention goals of the North Idaho College.

This position is funded partially through a grant awarded under the Carol D. Perkins Career and Technical Education Act of 2006, as implemented by the Idaho Division of Career and Technical Education. This position is subject to continued federal funding.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Complies with Idaho Board of Education’s Governing Policy and Procedure (III.Y.) for Dual Credit.
* Advises students and parents on the distinctions of General studies, Transfer Credit, Technical Dual Credit and Technical competency credits on campus or in the prospective student’s high school.
* Meets and advises students on class schedule after evaluating educational pathway that best suites them.
* Works with the Marketing and Communications department to develop marketing plans and participates in the coordination of marketing efforts to regional high school students.
* Communicates with high school students, parents, faculty, counselors and district personnel to provide information, answer questions and provide advising regarding academic transfer and career technical pathways from high school to college.
* Conducts presentations to high schools, prospective students and parents, and other constituent groups.
* Plans and provides professional development activities, information and materials for instructors and counselors.
* Attends Idaho Association of Collegiate Registrars and Admissions Officers (IACRAO) events to encourage the communication of information and interchange of ideas regarding problems of common interest.
* Supports the effort to incorporate technical courses into the NIC dual credit program.
* Assists in the course-to-course articulation agreements between high school Career and Technical courses and post-secondary Career and Technical courses.
* Works closely with high school, ABE/GED, and Workforce Training technical students to assure that they seamlessly transfer into NIC Career Technical Education (CTE) programs.
* Counsels high school and/or ABE/GED and Workforce Training students on the value and usefulness of academic and technical credits and how to apply to the transition to college.
* Provides registration, advising, financial aid, and Registrar information and assistance to current and prospective students, staff members, and the general public.
* Helps provide support and training for Skillstack management systems.
* Ensures compliance with college, state and federal regulations.
* Works with other Transition Coordinators in Dual Credit to provide data to the college, Idaho State Division of CTE and local school districts as requested.
* Develops communication documents and strategies for distribution to high school personnel, parents, and students as well as ABE/GED and Workforce Training centers.
* Participates in high school and college Career and Technical planning activities and research opportunities.
* Participates in college committees, staff and professional meetings and other appropriate assignments.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students and the community.

# Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Bachelor’s degree and a minimum of two years full-time equivalent related experience required; or equivalent combination of education, training and experience. Experience with high school CTE courses or post-secondary CTE programs preferred. Experience with instructional grants and grant management preferred. Master’s degree preferred.

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# Certificates, Licenses, Registrations

Must possess valid driver’s license.

# Knowledge, Skills and Abilities

* Ability to travel between locations throughout the day
* Excellent customer service and interpersonal skills
* Knowledge of admissions, academic advising, and financial aid
* Basic skills using database systems, experience with Ellucian Colleague ERP preferred
* Demonstrated leadership skills
* Proficient skills using Microsoft Office applications
* Ability to communicate effectively, both verbally and in writing; skilled at listening
* Ability to establish and maintain cooperative and effective working relationships with others
* Ability to maintain accurate records and prepare reports
* Ability to meet schedules and timelines
* Ability to analyze situations accurately and adopt an effective course of action plan
* Ability to continually upgrade knowledge of tools and resources needed to perform duties
* Skill in performing accurately with heavy workload requirements and the ability to use effective time management skills in order to prioritize tasks to accomplish goals within established timeframes
* Knowledge of Title IV and FERPA laws, regulations, and guidance

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. Typically involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting and, regular typing, etc. A wide variety of standard office equipment is continually used, including phone, fax, copier, printer and computer.

Ability to travel on a regular basis to locations within the targeted service area of Idaho’s northern counties (Kootenai, Bonner, Boundary, and Shoshone). Ability to get in and out of vehicle as needed while traveling and gain access to various locations by climbing stairs as well as negotiating driveways and sidewalks. Ability to perform these duties year-round in weather that is sometimes wet, icy, or snow packed.

September 2024