

**Edison State Community College** invites qualified candidates to apply for the full-time position of Academic Project Specialist –Workforce Development and Work-Based Learning. The Academic Project Specialist (APS) will manage various projects, coordinate processes, and provide administrative support for the Assistant Dean of Workforce Development and Work-Based Learning Programs and the instructors in the department, as well as provide backup support to the other APS's. The APS is required to work with minimal supervision and expected to keep a level of confidentiality regarding all areas managed by the Assistant Dean. The APS uses problem-solving skills to effectively help students, staff, and external contacts.

To be considered, candidates should include cover letter, resume, and transcripts when completing their online application.

**Edison State Community College is an EOE/AA Employer**

#### **Examples of Duties:**

#### **Functional Responsibilities:**

- Serves as an academic liaison in the Workforce Development and Work-Based Learning office. Coordinates with the Project Specialist on all internal and external phone calls and general walk-in questions concerning Workforce Development and Work-Based Learning programs and provides information as appropriate.
- Provides customer support to internal and external customers, (instructors/students/employers) and/or redirects to appropriate personnel.
- Schedule and take minutes of departmental and departmental advisory meetings as appropriate.
- Maintain expenditure records and budget files in support of Work-Based Learning.
- Maintain office records including confidential student files, meeting minutes, official accreditation and certification record, official correspondence, academic records/competencies, instructor and facility evaluations and advisory committee records, other.
- Obtain quotes from outside vendors for supplies as needed.
- Provide administrative support to the Assistant Dean and instructors including scheduling appointments, answering phone calls, preparing purchase requisitions, filing, typing, proofreading, faxing, document preparation and other office related tasks.
- Access academic records and information in Colleague to generate reports, queries, and printouts.
- Support the faculty (instructors), staff, and students, internal and external customers with problem solving and appropriate action.
- Prepare student and course information as needed, including rosters, transcripts, schedules, and supplies.
- Serve as the liaison to the business office and external customers for third party billing procedures.
- Maintain a database of Work-Based Learning (WBL) program student participants. Enter applicant information into Colleague for tracking of WBL students and host sites (will work with Academic Affairs).
- Assist the department with grant monitoring, reporting, and follow-up.
- Update and maintain program handbooks and other documents.
- Work with other departments to establish and maintain a community partnership database.
- Work with other departments to track employment activities after graduation.
- Gather and distribute WBL opportunities to students and faculty, retrieving from the College Central Network and local job board, in conjunction with Career Services.

- Direct external customers to the Career Center for posting job openings and understanding the process of connecting with students.
- Assist other APS's with employment surveys as needed.
- Assist the department with communication and outreach efforts.
- Provide backup to other APS's and program advisory committees in support of Work-Based Learning efforts.
- Perform other duties/projects as assigned by the Assistant Dean.

**Qualifications:**

**Required Knowledge, Skills, and Personal Qualifications:**

- Ability to use sound judgment when acting on behalf of the Assistant Dean.
- Critical thinking.
- Organized and able to work independently.
- Interact appropriately at networking and outreach events.
- Interpersonal skills, demeanor and confidentiality needed to work effectively with the college's faculty, staff, students and external contacts.
- Ability to multi-task and easily resume work after interruptions.
- Effective problem solving abilities.
- Possess excellent organizational and computer skills. Edison State currently uses Microsoft Office, Colleague, and Blackboard.

**Required Experience:**

1- 3 years of office experience.

**Required Educational Background:**

Associate degree required, preferably in a business related field.

**Supplemental Information:**

**Supervises following staff:**

Work-Study student-when necessary and for temporary projects.