

Posted: April 5, 2018

POSITION ANNOUNCEMENT
All Qualified Applicants May Apply

EDUCATIONAL PLANNER – Workforce Student Grants

Wenatchee campus. This is a full-time, exempt, at-will, grant-funded position expected to start as soon as possible. This position works from the main WVC Wenatchee campus. This position reports to the workforce grants coordinator. Continuation of the position is contingent on continued grant funding.

Wenatchee Valley College is a team that values excellence in all pursuits related to the core college mission of serving educational and cultural needs of communities and residents throughout the service area. The college seeks to employ professionals who are as passionate about service to students and the teaching-learning process as they are about their individual fields of study. It seeks individuals who are involved in the community and understand that transformative learning occurs in a wide variety of circumstances with tailored approaches that expand students' views of the world. The college is committed to creating an environment that is dynamic and flexible, as well as reasoned and responsible, in its approach to educating the students it serves.

The college is committed to diversity and inclusion; the regional student body is 55 percent students of color, including 44 percent Latino, and the college district includes part of the reservation of the Colville Confederated Tribes. Wenatchee Valley College is designated as a Hispanic serving institution. Women, members of underrepresented groups, military veterans, and bi- and multi-lingual candidates are strongly encouraged to apply.

POSITION DESCRIPTION:

The educational planner – workforce student grants is responsible for assisting students who are enrolling in one of the workforce education student grants with educational and career planning assistance. The educational planner will also support the coordination and day-to-day operations support for various workforce grants that provide resources and services for eligible students enrolled in professional and technical programs at Wenatchee Valley College. This person will be responsible for working effectively with the workforce education grant coordinator to address budgetary matters, ensure compliance with federal, state and institutional rules/requirements, maintain detailed record keeping, develop efficient operational processes, and assist with evaluation and reporting of grant objectives. All efforts of the education planner – workforce student grants support the retention, persistence, and completion of WVC students.

The educational planner - workforce student grants will assist the coordinator by collecting data and information directly from students during initial intake, by assisting with referrals made to appropriate services and offices (financial aid, business office, registrar, workforce staff and faculty, counseling, special populations, veterans' office, WorkFirst staff, ABE/ESL staff, tutoring center and campus bookstore, for example) and others as required. This position will also support and promote success/retention of workforce grant-funded students and in response to compliance measures required by any of the workforce grants.

SPECIFIC RESPONSIBILITIES (including but not limited to):

- Assist all students who receive workforce grants in the development of academic, career, and life goals.
- Assist with educational planning for new/prospective students regarding the requirements of WVC programs, including assisting with educational planning orientations for new students.
- Perform necessary processes and procedures used to insure that all program practices comply with grant requirements.
- Conduct initial intake screening for prospective program participants.
- Provide support to prospective students by assisting with application processes and navigating the college system.
- Connect students with faculty advisors and facilitate creation of clear academic pathways to completion.
- Develop, instruct and recruit volunteers to provide workshops and other training opportunities that improve college success, build life skills and prepare for job placement for students.
- Review students' academic plans quarterly to ensure consistency with technical career educational to comply with various grant eligibility.

- Identify BFET eligible students and helps them co-enroll in applicable grants to enhance support services available to them. Also create Individual Employment Plans to help students' access to internships, externships and job opportunities.
- Verifies students' monthly progress and write individual progress notes as required by the BFET grant.
- Maintains regular contact with basic food, employment and training (BFET) program students to support them and address barriers that could interfere with their academic goals.
- Assist students with appropriate campus and community resources.
- Recommend and implement intervention strategies to support retention.
- Create and maintain informative modules in CANVAS BFET-course to inform and remind students of grants' requirements, services and other educational opportunities to enhance their training at WVC.
- Review current services offered to students and adapt to required changes to ensure the delivery of grants' expectations.
- Create and maintain appropriate files and documents pertinent to programs and insure confidentiality of all information.
- Develop and participate in marketing activities to recruit students and assist with managing documentation of eligibility and services received by students.
- Assist the workforce grant coordinator with documenting students' progress toward education goals, which impacts program eligibility.
- Assist the workforce grant coordinator with identifying and recording grant expenditures and reimbursements within budget and grant guidelines.
- Establish and maintain positive and regular communication with all co-workers, including student services personnel and with grant-supported students to build trust and rapport.
- Collaborate with other agencies such as WorkSource, Skill Source, Division of Vocational Rehabilitation (DVR), Community Action, etc. to leverage additional resources for students.
- Serve on appropriate college committees and represent WVC and workforce student grants at community educational and outreach activities.

This is not intended to be an exclusive list of all duties and responsibilities. Related duties and responsibilities may be assigned.

MINIMUM QUALIFICATIONS:

- A bachelor's degree and two years of professional experience in education, social services or family and community services, or an associate's degree and four years of experience in education, social or human resources services, or six years or more of experience in education, social or human resources services.
- Bilingual (English/Spanish). Ability to read, write and communicate effectively with students.
- Demonstrated ability and experience working effectively in teams.
- Demonstrated ability to create strong relationships with students, and both state and community organizations.
- Proven ability to recruit and manage volunteers.
- Proven ability to create and manage Word and Excel documents.
- Excellent networking skills, as well as strong interpersonal, written and oral communication skills.

DESIRABLE QUALIFICATIONS:

- Experience in a community college or with a workforce-related agency or program.
- Budget management experience.
- Specific training and/or experience in serving under-resourced and vulnerable populations.
- Knowledge of and established relationships with organizations in Chelan, Douglas and Okanogan counties.
- Experience in website maintenance.

SALARY AND BENEFITS:

Salary: \$46,000 annually. Benefits include a retirement plan, medical and dental coverage, and life and long-term disability insurance as currently provided under the Public Employee Benefits Board, paid holidays, personal holiday, annual leave and sick leave.

APPLICATION PROCEDURE:

Applicants must submit all of the following (e-mail submission is preferred):

- A cover letter that describes your interest in the position.
- A statement that describes how you meet the minimum and desired qualifications.

- WVC employment application (available on our web site or human resources office).
- A current resume which includes dates of employment.
- Transcripts of all higher education degrees earned (copies are sufficient).
- Four names of current professional references qualified to assess your work-related experience and your ability to perform the duties specified. Please include references' email addresses and telephone numbers.

*It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you. **We do not accept faxed application materials.***

Application materials may be requested from and returned to:

**Wenatchee Valley College
Human Resources
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6440
TRS 711
Email: jobs@wvc.edu
Web site: <http://www.wvc.edu/jobs>**

REASONABLE ACCOMMODATION:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Corrected or extended notices for this recruitment will be posted on the human resources webpage.

SELECTION PROCEDURE:

A screening committee will review only complete applications. Preliminary screening of complete applications will begin **May 3, 2018**, and continue until the position is closed. A limited number of applicants who meet the needs of the position and the college will be interviewed.

CONDITION OF EMPLOYMENT:

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Wenatchee Valley College is an equal opportunity employer