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| Big Bend Community College Logo | **BIG BEND COMMUNITY COLLEGE****invites applications for the position of:****BAS Coordinator** |

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| **SALARY:** | $56,540.00 Annually |
| **OPENING DATE:** | 11/20/20 |
| **POSITION SUMMARY:** |
| Big Bend Community College invites applications for a BAS Coordinator position. The BAS Coordinator is responsible for coordinating the development and implementation of the Bachelor’s of Applied Science (BAS) in Applied Management (AM) program including holistic student support services, outreach efforts, course development, and providing support for potential current and future BAS students in alignment with the college’s Title V Hispanic-Serving Institutions (HSI) Expanding Equity in Education (E3) grant.This is a full-time, grant-funded position and is dependent upon continued grant funding. This position reports to the Director of Title V Grants.  This position also takes direction from the Dean of Workforce Education. The BAS Coordinator works collaboratively with  Workforce Education faculty, members of the E3 grant team and other faculty and staff to achieve the objectives outlined in the E3 grant.This position may work flexible hours, including weekends and evenings, in order to provide services to students or complete tasks on deadline.  This position participates in ESCALA, instructional design, equity, and advising training and is required to obtain and maintain a WA State vocational teaching certification.Big Bend Community College (BBCC) is a comprehensive public community college serving a large, rural district in central Washington State. BBCC’s main campus is located in the City of Moses Lake (pop. 24,009) in Grant County, situated on the former Larson Air Force Base. In addition to the central campus, BBCC has learning centers in seven outlying communities that provide adult basic education, high school completion, and English Language Learning programs as gateways to college. We are accredited by the Northwest Commission on Colleges and Universities and we serve approximately 4,000 students, with an annualized FTE of approximately 2,000.Big Bend Community College strives for excellence in teaching and learning.  We are a student-centered and innovative college that is committed to fostering a community that supports and recognizes the value of diversity; 42% of our student-body is Hispanic.  Big Bend is a designated Hispanic Serving Institution (HSI).  Our student body consists of 75% first-generation college students and 71% of our students receive some form of financial assistance.Our college seeks candidates who have a deep commitment to and understanding of the rewards and challenges of working with students. We particularly welcome those who will be active participants in our small but thriving college community.**This position is open until filled.  Priority consideration will be given to applicants whose complete application has been received by December 11, 2020**.  Big Bend Community College reserves the right to offer this position to a qualified candidate at any time, so a prompt response is encouraged. |
| **ESSENTIAL JOB DUTIES:** |
| **ESSENTIAL JOB DUTIES:**Primary responsibilities include but may not be limited to the following:* Coordinate, plan, and direct the day-to-day operational details of the BAS-AM program in coordination with the Director of Title V Grants. Serve as the point of contact for BAS-AM students.
* Participate in the development of BAS courses as well as 100 and 200 level courses that feed into the BAS program.
* Coordinate the development and implementation of support services for BAS students.
* Develop process for evaluating and awarding credit for prior learning.
* Conduct outreach for prospective students to the BAS program. Manage the program admission process and provide entry, career, and completion advising for students.
* Develop community partnerships through the advisory committee. Solicit feedback and implement changes as necessary to improve program. Conduct continuous program assessment to make improvements to services and supports for students.
* Work closely with Director of Title V Grants and the instructional deans to recruit program faculty and provide program-specific training to support faculty in courses; promote a professional environment and foster professional development.
* Collaborate with university and community and technical college BAS programs to develop articulations and partnerships.
* Represent the college and the BAS program to develop, promote, and enhance educational activities including service on various college, community, and state committees.
* Exercise fiscal responsibility for departmental budgets. Ensure appropriate level of inventory for program use.
* Ensure responsiveness to current and future BAS student needs by maintaining appropriate communication with team members and other college staff/faculty. Proactively manage expectations of students, staff, and faculty.
* Teach one (1) BAS and/or feeder course as needed per quarter.

**OTHER WORK RESPONSIBILITIES:*** Maintain professional growth and development through seminars, workshops and professional affiliations to keep abreast of latest trends in field of expertise.
* Ensure no injuries to self or others by following safe work practices and policies.  This includes, but is not limited to, security and safety, understanding of SDS, equipment, infection control, fire, disaster, safe lifting and body mechanics.
* Ensure compliance with college policies and procedures and state and federal regulations.
* Work and interact effectively with colleagues, staff, students, administrators and others of various cultural and socio-economic backgrounds.
* Perform other related duties and responsibilities as may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES:*** Ability to manage several small and medium-size projects individually and in teams.
* Advanced knowledge and skills in Microsoft Office Suite and the use of Social Media and Networking tools.
* Critical thinking skills: Seek resources for direction, when necessary; perform independent problem-solving; decision-making is logical and deliberate.
* Perform actions that demonstrate accountability. Exercise safe judgment in decision-making. Practice within legal and ethical guidelines.
* Ability to collaborate and partner effectively with other departments and units at BBCC.
* Ability to maintain relationships with external stakeholders such as high school counselors, school district staff, WIOA partners, and State Board for Community and Technical Colleges staff.
* Communicate effectively, orally and in writing, including the ability to engage in one-on-one conversations, network with college partners, and present information to large groups.
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| **MINIMUM & DESIRABLE QUALIFICATIONS:** |
| **MINIMUM QUALIFICATIONS:*** Master’s degree in business administration, management, education or related field from a regionally accredited institution.
* Three (3) years of full-time professional work experience in program development and/or coordination.
* Experience working with individuals from diverse academic, age, socioeconomic, cultural, disability, and ethnic backgrounds. Demonstrated commitment to enhancing equity and academic success of college students.

**DESIRABLE QUALIFICATIONS:*** Previous experience teaching or providing training and designing curriculum.
* Demonstrated experience successfully managing multiple projects concurrently.
* Higher education work experience, preferably in a community college setting.
* Bilingual English/Spanish proficiency.
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