



Job Classification Description

**Post Secondary Education (PSE) Coordinator
VSC UP – PAT Bargaining Unit**

**GRADE 11
Exempt**

BASIC FUNCTION

To provide support services for PSE eligible students in basic skills assessment, life skills management, community resources, transitions issues and employment goals. To participate in College and VSC activities on behalf of eligible students and to encourage and enable student participation in activities.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Provide a range of specific support services to non-traditional students who are grant eligible due to identified areas of need related to educational and life skills.
- Assess and evaluate student basic skills in essential areas to determine educational and functional needs.
- Provide referral for employment goals for grant eligible non-traditional students.
- Provide case management for a variety of needs to assist students with locating services, maintaining appropriate level of contacts with providers of services and developing skills to self-manage various areas.
- Recruit and enroll eligible students in program services. Determine financial eligibility for PSE program annually.
- Guide and counsel students in vocational and career exploration tasks.
- Provide appropriate referrals for personal counseling.
- Assist other college administrators in developing and implementing program activities, evaluating program progress and effectiveness, gathering data and preparing reports for funding agencies.
- Provide assistance in obtaining information about financial aid and the completion of necessary documents in order to be eligible for financial aid.
- Compile and maintain appropriate records on program participants and activities.
- Serve as the advisor for student groups organized for grant eligible non-traditional students.
- Keep abreast of current programs, services and changes in the field.
- Collaborate with VSAC outreach.
- Work with tutorial support services and Project EXCEL to maintain student retention in PSE program.

- Collaborate with CCV, JSC (EDP) and Springfield School of Human Services when students enroll or transfer.
- PSC Coordinator for Newport district CCV students.
- Perform other related tasks as assigned.

SUPERVISION RECEIVED

Direction is received from the Dean of Students or other senior staff members.

MINIMUM QUALIFICATIONS

Masters degree in adult education , student personnel or a related field, counseling, plus two to four years of relevant teaching, counseling and administrative experience or a combination of education and experience from which comparable knowledge and skills are acquired.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.