



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Technical Education Program & Data Specialist	Reports to: Tech Ed Program Coordinator
Department: Letters & Science	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 43-0000	Last Updated: 8/19/2019
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 8 (\$13.62-17.03)
Grant Funded: Fully Grant Funded	Application Deadline: 2nd posting- Open until filled

Position Summary: The Tech Ed Program & Data Specialist will be located at the Keshena office and be responsible for supporting the CMN Tech Ed department internally and externally at both campuses. They will provide general administrative support and clerical functions for assessment of student learning, instructional evaluation, institutional research and communicate, collect and maintain information for Tech Ed grant(s) and department objectives, policies, services, and resources.

Position Responsibilities & Duties:

- Assist in the development, preparation and maintenance of data bases and tracking procedures for various types of program data; document activities and outcomes; organize data for internal and external reports; maintain manual and electronic files and records.
- Track participants' progress; maintain and run reports for documentation and evaluation.
- Coordinate participant recruitment, administration, and follow-up for the assessment of student learning, institutional surveys, selected grant-funded projects, and other educational evaluation projects.
- Perform clerical functions such as answer telephone, provide information to callers, open and distribute mail, copying, printing, budget monitoring and reporting for Tech Ed grants.
- Prepare a wide variety of financial information, reports, complex spreadsheets, and correspondences.
- Assist with assembling data for reports.
- Participate in planning and hosting college workshops, functions, classroom presentations and outreach events.
- Prepare faculty and independent contractor contracts.
- Respond to queries regarding Technical Education policies, procedures and services from internal administrative and academic units.
- Oversee logistical arrangements (meeting space, technology, menus) and coordinate with other offices as appropriate for institutional and inter-institutional meetings, workshops, and conferences hosted by the Technical Education department.
- Contribute generally to the collaborative work of the Technical Education team.
- Assist with coordinating internships, training experiences, career and placement activities, apprenticeship opportunities and career speakers for the Technical Education programs.
- Document all program activity, tracks student placement in jobs and internships, analyzes data, and presents periodic reports to Program Inspector/Director.
- Ensure the CMN Technical Education department website, catalogs, brochures, etc have updated information.
- Case management of students
- Other duties as assigned.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must pass background check.
- Technical Diploma degree in an administrative or office support program required.
- Two full time years of office experience with MS Office Suites
- Able to create Excel spreadsheets and charts and Word documents and mail merges.
- Knowledge of accounting/bookkeeping procedures.
- Strong organizational and problem solving skills.
- Excellent communication, research and writing skills.
- Ability to work independently as well as collaboratively.
- Ability to maintain confidentiality.
- Concentrated attention to detail and deadlines.
- Ability to manage multiple projects, meet deadlines and work with frequent interruptions.
- Clear evidence of sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of faculty, staff and students.
- Ability to build internal and external partnerships.
- A valid drivers license and ability to maintain eligibility for CMN's drivers list.

Desired Qualification:

- Associates Degree in an administrative or office support program
- Grant reporting
- Recruiting
- 4 – 5 years of advising higher education students utilizing a holistic advising approach

Reporting to this Position: None

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs clerical office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office equipment, shop equipment, computers, specialized software, SMART board

		1-33% of time	34-65% of time	67-100% of time			1-33% of time	34-65% of time	66-100% of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant

Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push / Pull				
Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>