



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Technical Education Assistant Program Coordinator	Reports to: Technical Education Program Coordinator
Department: Technical Education	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
SOC Code: 25-9090	Last Updated: 6/15/20
Location: Keshena Campus	Posting Status: 1st Posting
Grant Funded: Fully Grant Funded	Application Deadline: September 22, 2020 at 4:00 PM

Position Summary: The Technical Education Assistant Program Coordinator will be responsible for coordinating, supporting, and developing the trades program for CMN students in Technical Education. The Assistant Program Coordinator will provide general administrative support for assessment of student learning, instructional evaluation, institutional research, and the goals pertaining to grants, the department and CMN. A strengths based case management approach will be used in assisting students in achieving academic success and program completion.

Position Responsibilities and Duties:

- Assist in the development, coordination, and support of instructors, curriculum and courses
- Support the goals and objectives outlined by CMN, the department and related grants
- Provide support to CMN Tech Ed students with strengths based case management
- Assist with development and implementation of services in collaboration with other Tech Ed staff
- Communicate and collaborate within the campus community
- Serve on campus committees and participate in campus events and activities
- Attend in-service training, staff development, and professional workshops/conferences
- Perform other duties as assigned by the Program Coordinator

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.

- Bachelor's degree
- Demonstrated ability to communicate and work with students, faculty and staff
- Demonstrated organizational and management skills

- Experience with computerized data, financial, and grant management information
- Ability to obtain permission to drive CMN vehicles
- Experience working with first-generation students and students who come from limited-income families
- Sensitivity to the needs and characteristics of a diverse population of students
- Experience teaching student success techniques and self-advocacy

Desired Qualifications:

- Master's degree in counseling, education, or a related field
- Experience with grant monitoring and reporting
- Experience providing strength based case management to college students
- Demonstrated ability with developing, conducting and evaluating educational programs

Supervisory Responsibility:

Peer tutors and Work Study students

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 administrative office functions-Constant

-Exposure to office/class room environment- Constant

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office equipment including copy, scan, print, and fax machines, computers, calculators, and telephones and motor vehicles.

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status

- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: hr@menominee.edu

An online application is available at: <http://www.menominee.edu/careers>

Posting closes at September 22, 2020 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10