

## **Job Description**

### **Career Pathways Coordinator**

#### *Education*

Must possess a Bachelor's degree from an accredited institution in arts, communications, events planning or related field.

#### *Experience*

Required: Experience managing projects and interfacing with the public

Preferred: Two years experience working with persons of diverse ethnic or language backgrounds and/or experience in an institution of higher education.

#### *Scope of Work*

The Career Pathways Coordinator provides leadership in the planning, coordination, and evaluation of continuing education events and community education activities. The Coordinator focuses on orchestrating events in partnership with academic leaders who design educational content. The Coordinator will ultimately enhance the College's image through exceptional educational events and community relations in order to meet the mission of the organization.

#### *Principle Responsibilities*

- Reports to the Chair of Career Pathways and Continuing Education
- Develops efficient event registration and coordination of community group visits
- Partners with involved academics to develop dynamic learning event experiences
- Coordinates event logistics with Campus Security, Strategic Marketing and Community Engagement, Simulation and Clinical Affairs, and Financial Affairs and Administration as needed
- Hosts events and groups on campus
- Works with Federal Work Study Students, student groups, and student leaders to participate in events as needed
- Other duties as assigned by the Chair

#### *Working Conditions and Physical Effort:*

- Work is normally performed in a typical interior-office work environment.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.
- Some local travel to off-campus offices may be required.
- Professional and appropriate dress as stipulated by the College Dress Code Policy

#### *Communication:*

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.