

CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

Assistant Director

Sustainable Practices Bachelors Program

Full or Part-Time: Part Time 75%

Salary at 75%: \$40,975.50 Annually

FLSA Status: Overtime Exempt

Supervising Position: Dean for Student Learning

Duration: Permanent

Union Representation: No Applicable

Position Summary:

Under the general direction of the Dean for Student Learning and in collaboration with program faculty, the Assistant Director independently provides information about the new Bachelor Program to prospective BASSP applicants, advises students, tracks program data and budget, and collaborates with the BASSP faculty and students to achieve success in an environment that values diversity and pluralism.

Essential Duties and Responsibilities

Frequency

Promote BASSP Program

Monthly 35%

- Work with College Relations to implement an annual marketing and recruitment plan for Sustainable Practices program.
- Provide prospective students with accurate information regarding the baccalaureate program, admission process, prerequisites, financial aid and student services.
- Collect and track general student data that is used for program planning, assessing effectiveness, enrollment projections and state reporting; coordinate with enrollment services as necessary.
- Represent the college at statewide and community meetings related to baccalaureate degrees and sustainable practices.
- Track ETSP students and graduates for possible marketing.
- Maintain and update website information/data

BASSP Student Support

Monthly 35%

- Advise and work with students to create an educational plan, initiate interventions and other case management activities when necessary. Assist students with other needs to facilitate their success in the program.
- Maintain and update the educational plan of each student.
- Develop, monitor and implement a student retention plan; coordinate with Student Success Services as necessary.
- Organize special events on a quarterly basis that support student learning and needs.

Manage Daily BASSP Program Functions

Monthly 30%

- Monitor program activities in relation to established program goals, assess program outcomes. Develop and establish procedures to implement the BASSP Degree as well as develop program policies and practices.
- Manage budget for Sustainable Practices program; track revenue and expenses. Prepare financial reports.
- Collaborate with the BASSP faculty to identify and address administrative, faculty and student needs. Coordinate and conduct graduate and employer surveys and/or exit interviews.
- Process data to develop programs information for quarterly academic class schedule and annual catalog. Work occasional alternate schedule, such as evenings and weekends.
- Use word processing, spreadsheet, publishing, presentation, website and database programs.

Perform other duties as assigned.

Education and Experience:

Minimum Qualifications

- Bachelor's degree
- Strong technical abilities with computers, software applications and databases
- Excellent interpersonal and customer service skills

Preferred Qualifications

- Master's degree
- Work experience in higher education (advising, program management, student support services, teaching)
- Work experience in sustainability
- Marketing, recruiting and or promotional experience
- Experience collecting, evaluating and assessing data
- Experience cultivating relationships with employers and industry
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

Required Knowledge, Skills and Abilities:

Knowledge of:

- Advising practices and principles
- Report preparation techniques
- Budgets and recordkeeping principles
- Customer service principles;
- Marketing publication and techniques;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, college rules, and regulations.
- Professional Technical education

Skill in:

- Grant oversight and reporting;
- Managing and executing multiple tasks;
- Applying advising practices;
- Maintaining various confidential records;
- Analyzing and developing policies and procedures;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Applying and explaining applicable regulations, policies, and and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Strong organizational and problem-solving skills.
- Excellent written and verbal communication skills.
- High attention to detail
- Comfortable with fast-paced, yet process-oriented workflow

Ability to:

- Support a pluralistic and diverse workplace/educational environment;
- Work independently and manage multiple tasks within deadlines.
- Demonstrate proficiency in database and spreadsheet development
- Use the Washington State computer Student Management System in order to successfully provide enrollment-related services.
- Work in a fast-paced environment with a high degree of accuracy
- Maintain confidentiality regarding student and institutional files
- Prepare and present training materials
- Provide direct customer service

Physical Work Environment:

Semi-Sedentary Work: Involves staying in a stationery position to a significant degree. Jobs are sedentary if moving is required only occasionally and all other sedentary criteria are met. Work is performed at the Cascadia College campus and in a variety of local settings.

Position in this class typically require: operating a computer, communicating, observing and repetitive motions.

Exerting between 10-50 pounds of force occasionally and/or a negligible amount of force frequently to transport, put, install, remove, or otherwise move objects, including the human body.


Condition of Employment:

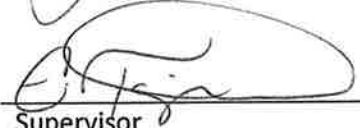
Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

NOTE:

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.


Employee


Date


Supervisor


Date