

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PAGE</u>
Coordinator of Applied Learning Initiatives	2	1 of 2
<u>ORGANIZATIONAL UNIT</u>	<u>REPORT TO</u>	<u>APPROVED BY</u>
	Chief of Staff	Board of Trustees January 16, 2020

SUMMARY

The Coordinator of Applied Learning Initiatives compiles appropriate data related to the College's current applied learning practices and programs (internships, career services, service learning, civic engagement, etc.); meets with key stakeholders at the College and in the local community to catalog and develop applied learning opportunities; benchmarks best practices at other community colleges; serves as the point of contact for the SUNY Applied Learning Community of Practice; and writes a proposal that outlines the infrastructure needed for the College to establish a Career Development Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts a campus-wide assessment of current applied learning practices; reviews, analyzes and updates the College's SUNY Applied Learning Campus Plan; meets regularly with a campus Applied Learning Working Group for input and guidance.
2. Develops a proposal that will move the College in the direction of establishing a Career Development Center that will house applied learning opportunities; makes formal recommendations for needed infrastructure, policies, procedures, staffing, and resources.
3. Conducts a local needs assessment with local community organizations (businesses and non-profits) to identify ways in which the College can expand and share resources, leverage employer relationships, and develop and implement applied learning opportunities for students.
4. Formalizes partnerships with local non-profits and businesses to increase internships, career immersions, service learning, and civic engagement opportunities for students.
5. Centralizes campus infrastructure for better coordination of applied learning, internship, and career opportunities.
6. Reviews, revises, implements, and oversees guidelines regarding program specific policies and procedures related to applied learning experiences (employer on-campus recruitment activities, internship fairs, legal/liability issues, etc.).
7. Assesses the internship and job shadow needs of students; analyzes current programming to determine if it is in alignment with expressed needs; redesigns programming to better satisfy the needs of program constituents.
8. Actively participates in the SUNY Applied Learning Community of Practice; maintains required assessments and completes all required reporting to maintain the Performance

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Improvement Funding grant; serves as the College’s point of contact for SUNY Applied Learning programs and initiatives.

9. Researches and maintains knowledge of best practices in applied learning, career development, workforce development, and service learning; provides benchmarking report for the College.
10. Effectively utilizes computer-based student information system programs and applications, including but not limited to Power Campus, Power BI, Purple Briefcase, Career Coach, myTC3, DocuWare/LaserFiche, Blackboard, Accuplacer, and DegreeWorks.
11. Builds and maintains a network of professionals in the field of career services and applied learning through other colleges and affiliation with professional organizations.
12. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.
13. Assures efficient use of material resources by assessment of the needs for the grant administration, development of budget recommendations, and management of the grant within the budgetary constraints imposed by the College.
14. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):	Indicate number in each category:
_____ Classified Staff	_____ # of Classified Staff
_____ Administrative	_____ # of Administrative
_____ Faculty	_____ # of Faculty
_____ Adjunct faculty, students, etc.	_____ # of Adj. faculty, students, etc.
_____ FSA Staff	_____ # of FSA Staff

MINIMUM QUALIFICATIONS

Bachelor’s Degree, strong interpersonal and communication skills; ability to work on projects independently; comprehensive understanding of campus operations with a concentration on applied learning, career development, service learning or internships; strong critical thinking skills; experience with program development, research and detailed data analysis.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

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GRADE

2

PAGE

3 of 2

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January 16, 2020

*0.75 FTE, one year grant funded position with the option for a second year renewal.