



**PROJECT COORDINATOR
PART-TIME, REGULAR
GRANT FUNDED**

SUMMARY:

The part-time Project Coordinator (PC) reports to the Director of TRIO EOC (Educational Opportunity Center). The PC will go to schools, business and industry in Mahoning Valley and surrounding counties to recruit students and set up monthly community engagement/outreach scheduling appointments. Identify and select participants' and provide comprehensive services to postsecondary schools, mentors, tutors, ABLE/GED centers, businesses, agencies, and communities. Maintain contact with students and guidance counseling and processing services to potential students. Conduct various outreach and recruitment events and activities. Travel is required and employee will be reimbursed for recruitment travel. One position is available that will service the Youngstown site of the College.

The PC will be responsible for assisting in the successful implementation of all project activities, including outreach, advising and counseling. Responsibilities will include assistance in outreach management, outreach program monitoring, and refer participants to GED /ABLE or high school reentry and mentoring, serving as the EOC outreach liaison to the College and community. The PC must assist in the outreach development of the EOC grant proposal, learn to interpret federal regulations, and assist in the preparation of both narrative and fiscal reports.

He or she also will provide community engagement, outreach, and direct services to participants and aid in development of materials to promote staying in school, postsecondary education, and EOC. He or She will refer participants to GED/ABLE or HS reentry and mentoring, tutoring, and monitor their progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Act as an advocate, a mentor, or an ombudsman to guide, assist, support, and advise in removing barriers that prevent students from receiving degrees and/or completing programs. Assisting students in removing stressors or obstacles along their educational journey to degree completion.
2. Assist with a cohort of students at EGCC for tracking, monitoring, and assessing behaviors and performance from the start of semester to the end.
3. Assesses the student's stages of development (academic, career, and personal) and promotes growth by determining suitable development tasks.
4. Advises student on academic, career, and personal issues; provides student with appropriate support services, if needed, refers student to external support services.

5. Assists student in identifying factors that contribute to lack of academic, career, personal progress; helps student examine alternatives when progress is unattainable.
6. Collaborates with student's instructor and advisors to ensure student is progressing toward completion.
7. Provides information and statistical data, such as detailed enrollment and performance statistics on the special program; analyzes data and writes reports as requested; maintains academic student files.

QUALIFICATIONS:

Requirements for the position include at minimum, a Bachelor's degree in guidance counseling, education, student personnel, psychology, sociology or another related field. The preferred candidate will have at least five years of experience in the area of higher education or in the administration of projects that serve potential first generation college, low income, and/or disabled students. Candidates must have excellent oral, written and interpersonal skills, as well as strong computer skills; teaching would be a plus. Applicants with backgrounds similar to the participants preferred. **This position will require travel with evenings and weekend hours.**

The salary is \$19 per hour.

This contract position is grant-funded and as such the continuation of the position is totally dependent upon the continued receipt of these funds.

Resumes, cover letters, and three professional references (Please provide the name, address, email address and phone numbers of all your references) should be sent to Erica Henry at Careers@egcc.edu

Applications will be accepted until the position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.