



Title: MiLEAP Program Coordinator	Department: Academic Affairs
Employee Group: Temporary Contracted Position	Immediate Supervisor: Dean for Industrial Education & Workforce Training
Hours a week: 25	

General Description: The MiLEAP 2020 Grant Program will be used to progress individuals through short-term education and training opportunities to employment. Funds will be used to assist individuals in gaining high-level skills through short-term, certificate level, training opportunities at Montcalm Community College that are on WMW’s Hot Jobs list.

The part-time program coordinator at MCC will oversee the grant at the community college level by serving as the liaison and developing curriculum to support the grant.

Position Duties/Functions:

1. Supporting and overseeing the Mi-LEAP funded job-training programs, and ensuring all required instructional resources are encumbered to support student learning, effective and efficient delivery of instruction, and overall student and program success.
2. Providing administrative support in the development and delivery of the project as it relates to outreach, recruitment, and intake, articulation, curriculum development and alignment to industry recognized credentials, job placement and work-based learning agreements, stakeholder and employer engagement, and grant documentation and compliance.
3. Implementing curriculum review changes and monitor and analyze impact on performance, outcomes, and success (program and student-level).
4. Collecting data, ensuring compliance, and preparing progress and outcomes reports, as required by the grant Scope of Work.
5. Providing functional supervision over faculty, staff, and contractors as it relates to the delivery of programming.
6. Recruiting participants.
7. Advising in the creation of marketing materials for both traditional and electronic distribution that are inclusive of and encourage a diverse participant population.
8. Participating in activities and recognition events, respond to participant questions and concerns, and address barriers to success.
9. Working one-on-one with participants to develop individualized learning and employment plans; including goal setting, career and education progression/advancement, academic and interest assessments and strategies in mitigating barriers to personal, academic, and employment success.
10. Assisting in providing feedback to create robust resumes, cover letters, letters of reference, and holding mock interviews for participants to practice their interviewing skills.
11. Monitoring and documenting participant progress through job-training classes to ensure success or refer participants to external supports and professional services when deemed appropriate and applicable.
12. Developing a network of supportive services by collaborating with other community organizations.

13. Engaging and recruiting employers for the confirmation of learning outcomes, placement and mentoring opportunities for both traditional and non-traditional participants completing job-training programs, and ensuring a good on-boarding experience.
14. Inputting data into various systems for tracking and compliance. Creating and managing reports as directed including individual participant records compliant under FERPA guidelines.
15. Assisting the department with scheduling and observing instructors' delivery methods and effectiveness, and responding to immediate needs with professionalism, kindness, and integrity.
16. Oversee those trainings are completed
17. Work with Michigan Works
18. Other duties as assigned.

Qualifications:

1. Bachelor's Degree in related field or equivalent experience
2. Skill in working professionally with a diverse industry customer base
3. Knowledge of key adult learning principles
4. Knowledge of instructional systems design models
5. Knowledge of instructional delivery methods
6. Knowledge of effective business office practices
7. Knowledge of business and/or manufacturing environment
8. Ability to communicate in all types of situations and environments
9. Ability to handle and process confidential and highly personal information
10. Outstanding organizational skills and availability to effectively multitask
11. Ability to work with various computer software applications (including but not limited to the Microsoft Office Suite).
12. Outstanding interpersonal skills, including a demonstrated ability to work well with others.
13. Ability to work a flexible/variable schedule.
14. Ability to work with guidance as well as work independently.
15. Commitment to the mission of Montcalm Community College.

REMUNERATION:	\$50,000 over the duration of contract
APPLICATION DEADLINE:	Until Filled
START DATE:	February 2022
END DATE:	Funding ends June 30, 2023
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment . Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.