



VACANCY ANNOUNCEMENT

Position Title: COSI, Finish What You Started Student Success Coordinator

Position #: 400310

Position Status: Full-Time

Reports To: Associate Vice President of Enrollment Management and Marketing

DUTIES AND RESPONSIBILITIES:

1. Identify and recruit eligible participants in to the COSI FWYS program
2. Assist program participants with the application and enrollment process to be re-admitted to Otero College
3. Responsible for providing participants with guidance on course planning to ensure successful degree completion
4. Meets regularly with FWYS program participants to evaluate success in courses and determine if any intervention is needed to assist with both academic and non-academic barriers to student success
5. Leverage existing support services on campus to refer students when in need
6. Makes informed referrals for participants to tutoring, study skills workshops, study groups, college services, and community agencies and organizations
7. Assist with networking and career coaching as the participants near completion
8. Provide personal, academic, career and financial coaching to program participants
9. Work with Otero financial aid staff with evaluation of participant access to aid, and award COSI FWYS program scholarships based on need
10. Maintains participant records and monitor program participant progress/performance and assist with data collection need to evaluate program progress towards goals and objectives of the FWYS grant
11. Complete annual and final COSI FWYS grant reporting
12. Other duties as deemed necessary by grant objectives

This is a grant funded, temporary assignment for the duration of the COSI FWYS two-year grant cycle.

See Human Resources for a complete job description.

Minimum Qualifications:

- Bachelor's degree in counseling, education, social work, or related field
- Excellent written and oral communication skills

Preferred Qualifications:

- Experience in academic advising or higher education program providing direct support to students
- Experience developing programming for students, including workshops
- Demonstrated knowledge of developing educational objectives and assessment of student needs, performance, and outcomes

- Demonstrated sensitivity to working with low-income, first-generation students and students with disabilities who are academically under-prepared
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$40,000 – \$45,000 annually with an excellent benefit package including PERA retirement, health, vision, dental and life insurance
12-month position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open until filled - First review of applications will be December 8, 2021

POSITION START DATE:

ASAP

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbe, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.