

Murray State College
Tishomingo, OK
Job Description

Concurrent Coordinator

General Description/Primary Purpose:

The Concurrent Coordinator is responsible for the recruitment and coordination of concurrent enrollment and concurrent program pathways. Pathways include the Accelerated College Experience (ACE) Program and Applied Technology Programs at Murray State College. The Concurrent Coordinator serves as the primary liaison between high schools, career technology centers, and the College and ensures compliance with state and other standards. The Concurrent Coordinator plays a critical role in the development of dual credit agreements for the College and high schools. The Concurrent Coordinator will streamline processes for student success in high school concurrent programs by defining problems and developing effective solutions.

Classification: Full-time Staff, Exempt

Salary: Salary Commensurate with experience and qualifications.
Full fringe benefits are included as part of the salary package.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

Specific Job Functions-Concurrent Coordinator

1. Coordinate and facilitate concurrent program pathways and high school concurrent student services, including recruiting, academic advisement, enrollment, scheduling, and retention services of students at any site where the College may enroll students.
2. Serve as the liaison between the College, career technology centers, and partnering high schools to ensure the success of each student.
3. Maintain up-to-date Memorandums of Understanding between the college and partnering high schools and ensure compliance with Oklahoma State Regents of Higher Education policies.

4. Promote and support student retention efforts by coordinating with the student support services and the Retention Coordinator.
5. Coordinate scheduling needs between partnering high school counselors and the College's academic program chairs.
6. Coordinate with academic chairs and academic coaches to ensure the ACE and Applied Technology students are on an educational pathway that leads to degree completion.
7. Complete training with the Director of Advisement to become familiar with enrollment processes and procedures.
8. Collaborate with Academic Advisement Department to develop and implement advisement procedures that promote success for the concurrent program.
9. Assist and coordinate new student orientation for ACE students, Applied Technology students and high school concurrent students.
10. Provide support and training for high school counselors.
11. Provide content for maintaining and updating concurrent information on web pages.
12. Coordinate career exploration with the partnering high school counselors and the College's academic coaches to assist ACE students in selecting an educational pathway.
13. Work independently and cooperatively with Outreach and other MSC staff to develop and implement effective recruitment and marketing strategies related to the Concurrent Program, including assistance with web content, preparation of publications, distribution of brochures and catalogs, and in-person promotion at off-site events.
14. Maintain institutional goals and activities related to concurrent advisement and the enrollment process.
15. Maintain a positive working environment with supervisors, staff, faculty, and students.
16. Exhibit pro-active attitudes and actions.
17. Work effectively in a culturally diverse workplace and serve students from various racial and cultural backgrounds.
18. Support MSC activities and events.
19. Attend conferences and workshops as necessary.
20. Demonstrate awareness of and sensitivity to cultural diversity as it impacts enrollment and recruiting practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran
21. Support the mission of the College, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
22. Participate in Professional Development.

23. Perform other duties as assigned/required by supervisors.
24. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
25. Before or upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed, you need to provide a copy of your certificate to the Office of Human Resources. If you would like, you can scan a copy and email it to humanresources@mscok.edu.

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

Ability to:

1. Demonstrate ability to set priorities and organize, plan, and complete assignments accurately and in a timely manner
2. Ability to provide leadership (including decision-making/problem-solving skills)
3. Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students
4. Demonstrate initiative and concern for work quality
5. Demonstrate a positive mental attitude
6. Demonstrate computer skills beyond basic operation and word processing
7. Demonstrate exemplary oral and written communication skills
8. Demonstrate spelling and proofreading skills.
9. Troubleshoot, analyze, and use problem-solving abilities to meet daily challenges of responsibilities

Hours:

Generally, weekday hours (Monday through Thursday) will be 8:00 a.m. to 6:00 p.m and Friday hours will be 8:00 a.m. to noon. However, occasional early morning, evening, and weekend hours may be necessary.

Qualification Standards:

1. **Minimum Educational Qualifications:** Bachelor's degree and/or other combination of education and experience required. Valid Driver's License required.
2. **Preferred Experience:** Experience in college advisement, or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Résumé
3. Three (3) letters of employment recommendation or college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 111
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.