

MESA COUNTS ON COLLEGE EDUCATION COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Mesa Counts on College Education Coordinator is a paraprofessional class that performs a variety of assignments involving public contact work in the area of education. Employees in this class are responsible for administering, monitoring, and/or implementing education related strategies as they relate to Mesa Counts on College, which occurs within the City or at an outside community group, school, or the Mesa Counts on College Access Center. In addition, incumbents must possess technical knowledge in the area of education; have the ability to explain and interpret information, including how to complete Free Application for Federal Student Aid (FAFSA) applications, financial aid, college applications, American College Testing (ACT) and Scholastic Assessment Testing (SAT), interpreting Grade Point Average (GPA); give basic college advisement to students and parents; must work independently and without specific instruction; and regularly exercise independent judgment when making decisions dealing with matters related to education. Duties also include working closely with a diverse group of Junior High and High School students, parents, teachers and counselors and performing social media duties, including webpage updates and posting on social media. Performs related duties as required.

Distinguishing Features: This class is supervised by Mesa Counts on College Director, who reviews work through conferences and overall results achieved. Employees in this class may be required to work evenings and weekends for special events. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience in an education related field, including teaching, mentoring or advising students. Graduation from an accredited college or university with an Associate's Degree in Education, Psychology, Counseling or related field may substitute for two years of required experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. College advising experience in a post-secondary or high school setting is highly desirable. Career counseling, school counseling, or workforce development experience preferred. Public speaking, presentation skills, Bilingual (English/Spanish) speaking skills is desirable as well as knowledge of statewide education strategies and college and career readiness. Basic social media skills, posting ads, events, and updating websites is also preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates in the form of email, texting, and in person with the general public, other City employees, students, parents, teachers, counselors, and others to respond to questions, obtain and provide information, provide training, and explain and interpret the rules, regulations, practices, and policies of Mesa Counts on College education program. Communicates with fellow educators, dignitaries and elected officials regularly regarding Mesa Counts on College education program initiatives, strategies and accomplishments. Prepares reports, work orders, purchase orders, procedure manuals, surveys, packets, agendas, correspondence, and media collateral such as brochures, newsletters, flyers, etc., requiring independent judgment in handling problems of format, procedure, and context, including materials of a general, technical, or confidential nature.

Manual/Physical: Operates standard office equipment such as a personal computer (PC), printer, copier, calculator, etc. Enters information into a PC to prepare reports and other documents. Prepares and updates program calendars, marketing materials, graphs, spreadsheets, or similar information for Mesa Counts on College education program. Attends meetings with various City personnel and outside agencies. Participates in committees and planning groups as related to Education, representing Mesa Counts on College. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and make presentations at various outside community groups and schools in Mesa. Uses common hand tools such as a hammer or screwdriver to assemble classroom materials, including easels, tables and chairs. Operates a cart or lift to move tables and chairs weighing up to 30 pounds for distances of up to 150 feet for event setups. Arranges tables and chairs in classrooms. Carries promotional items (examples: school supplies, backpacks, water bottles, t-shirts, etc.) to and from events. Meets scheduling and attendance requirements.

Mental: Plans and executes marketing strategies, including social media. Prioritizes own work and work of the Mesa Counts on College Access Center. Resolves procedural, operational, and other work-related problems by contacting appropriate personnel. Researches, analyzes, and compiles data for various reports, trainings, and publications.

Knowledge/Skill/Abilities:

Knowledge of:

state education strategies;
general education methodology;
financial aid process;
public administration;
data collection, tracking and measuring;
FAFSA;
FERPA;
college advising;
research techniques and methods of report presentation;
methods and policies pertinent to education;

principles and techniques of marketing and promotions;
modern office practices, procedures, and equipment;
computer applications related to assignment; and
effective customer relations techniques.

Skill in operating a computer and applicable software.

Ability to:

compile data for special and periodic reports;
maintain complex records and/or databases and prepare accurate reports from such records;
interpret and make decisions conforming to regulations and policies;
perform assignments independently and without specific instructions;
anticipate changes in the priorities of tasks or volume of work to be accomplished and make necessary adjustments;
conduct oral presentations;
prepare effective correspondence;
perform special projects as assigned;
plan and organize own work and work of the Mesa Counts on College Access Center; and
communicate effectively and establish and maintain effective working relationships with the general public, other City employees, students, parents, teachers, counselors, community partners and others tactfully and courteously.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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