



**Coordinator, Credit for Prior Learning – 75%**  
*Grant Funded \*\**

Job Order 601724  
July 18, 2017

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**Department:** Learning Solutions

**Reports To:** Dean, Learning Solutions

**FLSA Status:** Exempt

**Amount of Travel Required:** Days 1-2 per semester/Overnight 1-2 per year

**Salary Grade:** B

**Positions Supervised:** none

**LOCATION:** Green Bay

**STANDARD HOURS:** Monday – Friday 9:00am - 2:30pm. Flexibility required to include other evening and/or weekend hours as necessary.

**STARTING SALARY\*:** \$48,000 per year

*\*Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

*\*\*This position is Grant Funded with an estimated end date of June 30, 2018.*

**Required online application available on website: [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)**

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

## **POSITION SUMMARY**

Serve as a liaison between Student Services transfer advisor and academic departments/teams. The coordinator provides administrative oversight of the processes and procedures by which students may be awarded college credits for prior learning. The coordinator is the point-of-contact for college staff for prior learning assessment processes and day to day operations.

## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

### **Essential Functions Statement(s)**

- Work with transfer advisor, college registrar, and college learning departments to promote practices that award student credit for prior learning.
- Review and organize existing procedures, provides input to CPL website, collect data, establishes benchmarks, write reports and provide recommendations about CPL activities at the College.
- Conduct ongoing monitoring and evaluation of CPL activities to ensure quality services to students, academic integrity of the process, and compliance with guidelines of external organizations that certify the College's accreditation.

- Coordinate training and professional development activities on CPL best practices to College constituents.
- Participate in academic and student service initiatives by carrying out special projects as assigned and contribute proactively to the College’s efforts of continuous improvement.
- Adhere to all CPL policies and procedures necessary for compliance with College operations.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Active Listening-Attend to, convey, and understand the comments and questions of others.
- Autonomy-Work independently with minimal supervision.
- Communication, Written and Oral-Communicate effectively with others using the spoken word and in writing clearly and concisely.
- Creative-Think in such a way as to produce a new concept or idea.
- Customer Orientated- Take care of the customers’ needs while following company procedures.
- Diversity Orientated-Work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Problem Solving-Find a solution for or to deal proactively with work related problems.
- Student Success-Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.

**SKILLS & ABILITIES**

**Education:** Bachelor of Science in Business Administration or related field.

**Experience:** Minimum of 2 years’ experience with evidence of leadership and creative accomplishments in execution of new programs and/or training methods. Working with educational leaders is highly desirable.

*\*\*An equivalent combination of education and work experience may be considered.*

**Computer Skills:** Microsoft Office products, electronic mail system, basic computer software experience, project management tools, and learning management system

**Other Requirements**

Must hold a valid driver’s license and be insurable under the District’s standard insurance policy terms. Knowledge of adult learning styles and strategies to maximize learning.

**PHYSICAL DEMANDS**

**Physical Demands**

Stand	F (Frequently)	<b>Lift/Carry</b> 10 lbs. or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs.	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs.	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs.	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs. or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs.	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs.	N (Not Applicable)

