

Job Order 601849
June 11, 2018

Department: Student Involvement
Salary Grade: C
FLSA Status: Non-Exempt
Position #: 06100236

Reports To: Manager, Student Involvement & International Programs
Positions Supervised: None
Travel Required: As Necessary

LOCATION: Green Bay

STANDARD HOURS: 37.5 hours per week. Typical hours Monday - Friday, 3 days from 8:00 a.m. – 4:00 p.m. and 2 days from 12:00 p.m. - 8:00 p.m. - Flexibility to work other evenings and weekends as needed.

MINIMUM STARTING WAGE*: \$20.75/hour

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

Required online application available on website: 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

As a member of the Student Involvement team, this position will work with various populations, internal and external to the college, to engage students in college experience activities that enhance the development of students with activities to provide a holistic college experience that engages a diverse student body.

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)

- Develop a strategy to implement a variety of college experience activities that align with the overall mission and vision of NWTC to support increased enrollment and student persistence, to include: music, arts, intramural athletics, student trips, etc.
- Independently coordinate all logistics associated with college experience activities, to include: contracts, venues, equipment, transportation, and related needs.
- Monitor and allocate budgetary responsibilities for college experience expenditures.
- Collaborate with internal and external partners, including all NWTC Campuses and Regional Learning Centers, while planning and implementing college experience activities.
- Develop marketing strategies to generate excitement and interest in college experience activities, to include: social media, photography, video, etc.
- Lead the collection and assessment of student participation data and continuously evaluate the impact of college experience activities.

- Recommend, implement, and enforce policies and procedures related to college experience activities, including participant eligibility and student code of conduct.
- Work independently and collaboratively as part of a team including assisting customers in the Student Involvement office as needed.

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.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Problem Solving – find a solution for or to deal proactively with work related problems.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Reliability - The trait of being dependable and trustworthy.

SKILLS & ABILITIES

Education: Minimum of Bachelor’s Degree in Student Affairs, Event Management, Human Services, or related field.

Experience: Minimum of 1-3 years strong customer service related experience.

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

Computer Skills

Skills, experience, and strong knowledge of MS Office suite, internet browsers, and college- and student-related software (e.g. PeopleSoft), and standard office equipment (multi-line telephone, copier, printer, computer systems, etc. Some experience in graphic design and marketing preferred.

Other Requirements

- Consistently work non-standard hours including evening or weekend hours. Occasional travel within NWTC district is required.

Certificates & Licenses

- Must possess a valid Wisconsin Driver’s License and be insurable under the District’s standard vehicle/liability insurance policy.

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)

Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.