



<b>JOB TITLE:</b> Project Coordinator, Student Success Center	<b>FLSA STATUS:</b> Exempt, Salary, Full-Time* <i>*Position is grant funded</i>
<b>LOCATION:</b> Columbus, Ohio	

The Ohio Association of Community Colleges (OACC) is seeking a highly motivated and experienced professional to join the organization as Project Coordinator for the Student Success Center. The Center serves as a statewide hub for efforts to increase student persistence and accelerate degree completion at Ohio's community colleges. The Project Coordinator for the OACC's Student Success Center reports to the Executive Director and is responsible for the implementation and continuous improvement of grant programs including the statewide Open Educational Resources (OER) initiative.

**Responsibilities:** The Project Coordinator is expected to be an active member of the OACC team and work collaboratively with other staff members. Responsibilities include, but are not limited to, the following:

- Provide support to Ohio Student Success Center initiatives and grant programs, specifically the state OER project.
- Develop, create, and complete reports, surveys, and documents for the Center.
- Assist with planning and hosting Student Success Center related meetings, conferences, events, etc.
- Conduct outreach to community colleges and other entities interested in Center initiatives through meetings, conferences, networking and presentations.
- Coordinate grant reporting and submission process to funders and partners.
- Lead the administrative activities and efforts to support grant initiatives, which include the following key activities.

*Administrative Support for Project Partners and Institutional Teams*

- Schedule grant project meetings, prepare and distribute meeting materials, and help with set up and facilitation.
- Communicate project updates and information among grant partners and teams.
- Create, distribute, and update grant project documents and reports.
- Track and monitor grant project timelines, deadlines, responsibilities, and project milestones to ensure the project stays on schedule.
- Assist grant project leadership with other activities as needed.

*Management of Memorandum of Understanding and Contract Processes*

- Develop, distribute, and track MOUs and contracts among grant partners and teams with external review as needed.
- Monitor and update MOUs and contracts as needed throughout grant project timelines.

*Convening Partners for Professional Development Activities*

- Assist with scheduling, planning, and implementing professional development opportunities for grant partners and institutional teams.
- Identify professional development opportunities and make recommendations to grant project leadership.

*Support Project Adoption and Implementation*

- Analyze potential state and institutional policy changes that would support achievement of grant project goals.
- Research grant programs in other states and provide recommendations to project leadership on opportunities and partnerships to strengthen grant project adoption.

**Required Education and Experience:**

- Bachelor's degree required, master's degree preferred; degree in education, business, human services, public administration, non-profit management or related field strongly preferred.
- A minimum of three (3) years' work experience in a non-profit organization, government entity, or higher education institution with responsibility for coordinating and supporting projects of a complex nature with multiple internal and external participants specifically: 1) maintaining a record of activities; 2) facilitating and documenting communication between participants; 3) monitoring and ensuring compliance with reporting requirements; and 4) remaining abreast of relevant external changes that might affect project completion.
- Graduate education may be substituted for 1 year of experience.

**Desired Knowledge, Skills and Abilities:**

- Understanding of and commitment to the mission of community colleges and the OACC.
- Knowledge of community college student success and completion issues.
- Excellent verbal, written, and web-based communication skills, including creating original correspondence and giving presentations to large groups.
- Experience working with community college administrators, faculty, staff, and students preferred.
- Proven leadership, strategy, management and organizational skills in a fast-paced organization.
- Demonstrated track record of setting and achieving goals.
- Ability to frame complex problems, develop and evaluate options, and implement solutions.
- Strong contributor in a team environment with ability to handle multiple assignments and meet deadlines.
- Knowledge of private foundation and federal grants management requirements.
- Ability to review, interpret and manage data.
- Self-motivated and able to work independently.
- Versatility, flexibility and willingness to work within constantly changing priorities with enthusiasm.
- Attentive to detail and follow through to prevent inaccuracies or oversights that could damage the credibility of the organization.
- Experience maintaining sensitive and confidential files and documents properly.
- Excellent computer skills including online databases, Microsoft Word, Excel, and Power Point.

**Conditions of Employment:** This is a full-time, grant-funded position in a traditional office environment.

Physical ability to operate normal office equipment including copier, fax, telephone; extensive use of computer/repetitive motion activities; ability to communicate verbally; ability to see with or without accommodation; extended periods of sitting/standing in order to perform essential functions of the position. Work hours may require meeting with individuals at member colleges, implementing special events, making presentations, etc. Must be available to work designated office hours as well as occasional evenings and/or weekends to assist in the successful planning and execution of OACC events. This requires an ability to drive to offsite locations and transport materials (up to 25 lbs.) to and from vehicle. Valid in-state driver's license required. Periodic in-state and out-of-state travel may include airline travel and overnight stay.

**Compensation and Benefits:** Minimum salary of \$50,000 annually with placement above the minimum considered based on education and experience. Excellent benefits including health insurance, vacation, paid holidays, retirement, flexible spending account, parking, and more.

**Application Process:** Submit a cover letter, resume, and at least three professional references to [info@ohiocc.org](mailto:info@ohiocc.org) with "Project Coordinator, Student Success Center" in the subject line. Incomplete applications will not be considered. **Application review will begin September 22 and continue until position is filled.**

*The Ohio Association of Community College is an equal access and equal opportunity employer. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, people with disabilities and people over 40. Under-represented groups are encouraged to apply. If your disability requires special accommodations to participate in the application/interview process, contact the OACC at 614-221-6222.*