Job Title: Specialist, Career and Technical Education
Reports to: Director, Career and Technical Education
FLSA Status: Non Exempt
Level: 116
Position Class:

Job Summary:
Performs responsible and advanced work in the processing of Credit for Experiential Learning (CEL), Linkage, and articulation agreement procedures. Provides office management support to all functions in the office of Occupational and Technical Education. Maintains departmental and grant budgets. Assists in the planning and implementation of Occupational and Technical Education events.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:


2. Manages and monitors departmental budget, including Perkins and other grant accounts. Processes and tracks requisitions for orders charged against Fund 1, Perkins and other external funding streams.

3. Maintains departmental prospective student database; collects inquires, sends information, and contacts students directly for initial advising, referrals, and other level 1 consultation.

4. Compiles and provides initial analysis of data reports for Director of Career and Technical Education from prospective student database and other student/program-oriented databases, using Crystal Reports from BANNER, and Excel and Access applications. Also provides initial analysis of data of all retention innovations.

5. Manages email correspondence to program managers and program directors at the request of the Director of Career and Technical Education.
6. Assists in the planning, marketing, advertising and facilitation of marketing and recruitment events, on and off campus. Coordinates and participates in informational events with student services personnel for the promotion of A.S. Program via information and Q & A sessions such as on-site tours. Serves as the primary liaison for recruitment in collaboration with the USF-Sarasota/Manatee nursing program outreach coordinator.

7. Supports advisory committees by contacting new members, corresponding with members, and maintaining committee paperwork and procedure manuals.

8. Under the direction of the Director of Career and Technical Education, liaisons with staff and administrators from other colleges, local business and industry, and public schools to plan and expedite various projects such as career fairs and other marketing and recruitment events.

9. At the direction of the Director of Career and Technical Education, serves as a participating member of various middle and high school academy advisory committees.

10. Provides initial advising, assistance and follow-up to AS/AAS prospective and degree-seeking students, including the Linkage, AS Guarantee, CEL, Tech Prep Programs and other partnership programs. Also performs transcript auditing for graduation completion requirements.

11. Performs other duties as required.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate's degree or equivalent from two-year college or technical school and two years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.
• **Computer Skills:**
  To perform this job successfully, the employee must have intermediate knowledge of word processing, spreadsheet, database, email, and internet software. The employee must have basic knowledge of the college database.

• **Certificates and Licenses:**
  No certifications, licenses, or registrations required.

**Responsibility for People and Property:**
None.

**Responsibility for Communication:**

• **Internal Contacts:**
  The employee has routine contact with students and State College of Florida, Manatee-Sarasota staff.

• **External Contacts:**
  The employee has routine contact with other colleges, technical institutes, and public school employees; and prospective students and parents. The employee has frequent contact with advisory committee members who are part of the college community.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level for this position is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color, and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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