



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Date of Board Meeting: 11-17-20

Date of This Proposal: 10-26-20

SUBJECT: Title V Grant Positions

RECOMMENDATION: Approve Title V Grant Positions, effective immediately

BACKGROUND/RATIONALE:

WCJC received a five-year, \$3 million Title V Hispanic Serving Institute (HSI) grant. The Title V HSI Grant goal is to increase the completion, persistence, and transfer rates of its students, particularly its Hispanic students and FTIC students, through the creation of an Advising & Career/Transfer Center. Five new positions created through the grant include:

- Grant Project Director,
- Career Development & Transfer Coordinator,
- Advisor, Experiential Learning,
- Advisor, Financial Literacy (partially grant funded), and
- Technologist.

The Title V grant funds the new positions. The Financial Literacy Advisor position will be supported partially by the grant with the remaining portion funded by the College's FY21 budget for tutoring. The request is to approve the five new grant positions.

Estimated Cost and Budgetary Support (how will this be paid for?): Grant Funded; no cost

RESOURCE PERSON(S) [name(s) and title(s)]: Lindsey McPherson

SIGNATURES:

Lindsey McPherson

Digitally signed by Lindsey McPherson
DN: cn=Lindsey McPherson, o=WCJC, ou,
email=mcphersonl@wcjc.edu, c=US
Date: 2020.10.26 14:13:06 -05'00'

Originator

Leigh Ann collins

Digitally signed by Leigh Ann collins
DN: cn=Leigh Ann collins, o=WCJC, ou=VP,
email=lacollins@wcjc.edu, c=US
Date: 2020.10.26 14:51:52 -05'00'

Date

B. D. K... 10/27/2020

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty A. McCaskey

10-27-2020

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Title V Hispanic Serving Institutions Project Director (Temporary Grant Funded Position)	FLSA: Exempt GRADE: CA04 NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: October 8, 2020 REVISION DATE:
REPORTS TO: Dean of Student Success	

PURPOSE AND SCOPE:

The Title V Hispanic Serving Institutions (HSI) Project Director provides leadership, oversight, and coordination of a U.S. Department of Education (USDE) funded, five-year grant to increase the completion, persistence, and transfer rates of students, particularly Hispanic students and FTIC students, through the creation of an Advising & Career/Transfer Center. Funding following the first year is contingent upon demonstrating substantial progress in meeting the approved goals and objectives and Congressional appropriation of funds for the program.

ESSENTIAL JOB FUNCTIONS:

1. This position oversees implementation of this Title V grant and collaborates with other departments for the successful implementation of the Career and Transfer Center Project. This position monitors the management of project components, including the budget, goals, and deliverables and supervises Title V grant staff.
2. This position provides timely and accurate information to the Dean of Student Success, and all constituencies of the College to support critical decision-making regarding project implementation and assists in the development of plans for the institutionalization of new practices and improvements as part of regular college programs.
3. This position ensures the maintenance of required records and documentation for the project, the timely submission of all progress reports to USDE, the proper use of project funds and maintains open, effective communications with the Dean of Student Success, USDE Project Officer, and the HSI Title V Project external evaluator.

Initials

4. This position establishes and maintains effective communication channels and procedures to assure operation of the project remains congruent with its goals and in compliance with USDE rules and federal law.
5. This position acts as a liaison between the project and college administration, faculty, and staff, and represents and communicates the project's message and successes to stakeholders.
6. This position maintains an understanding of current trends and practices in college academic advising and career counseling.
7. This position communicates with the Office of Institutional Effectiveness to help monitor the student's progress while at Wharton County Junior College (WCJC).
8. This position develops a project manual to accommodate specific requirements of Title V, such as policies, procedures, staff responsibilities, timelines, and reports.
9. This position authorizes all expenditures and maintains control over grant budget and appropriate utilization of funds. This position oversees preparation and monitoring of fiscal reports relating to the project. This position prepares and submits an annual report to the USDE.
10. This position is responsible for other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a Master's degree in education, management, or a field related to advising or career counseling; and a minimum of three (3) years of full-time related administrative work experience at the college level. Federal grants management experience is required. Experience managing budgets is required. Prior administrative experience with grant-funded projects, preferably at a public or private university is helpful. This position requires strong interpersonal skills and demonstrated sensitivity to the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of the student populations in the Wharton County Junior College (WCJC) service area and surrounding areas. This position requires a demonstrated ability to manage large projects, build effective teams, analyze data, and conduct project evaluations and the ability to write proficiently. This position requires the ability to facilitate collaborative work across college divisions and departments and with the Title V Project's outside evaluator. A criminal background check is also required.

SUPERVISION OF OTHERS:

This position directly supervises all Title V HSI grant-supported employees.

SUPERVISION AND DIRECTION RECEIVED:

Initials

The Title V HSI Project Director is responsible and accountable to the Dean of Student Success for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with the community, local, state, and federal agencies.

Internal contacts of this position are with administrators, faculty, and staff.

COMPLEXITY/EFFORT:

This position involves the ability to work with minimal supervision and maintain confidential information. Work of this position requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere. This position requires demonstrated commitment to the mission of a comprehensive community college, excellent communications skills, good interpersonal skills, and the ability to work on collegial teams. This position requires attention to detail and the ability to handle emergency situations as they arise in the office, prioritize workloads, read and interpret departmental policies, procedures and instructions, and hear and understand oral instructions from supervisor. This position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer and ensure that mutually agreed-upon objectives have been attained within a specified time frame. Functional responsibilities, accuracy, and high quality of finished work of the position must be executed at a level consistent with performance requirements. Effective, cooperative relationships must exist with supervisors, administration, faculty, support staff, and clientele from the community. Functioning in this role is related to the college goals and mission attainment.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Travel and use of a personal vehicle are required. Job duties require little physical effort, with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc. may occur.

Initials

LAST MODIFIED: October 8, 2020

Employee' s Signature

Date

Supervisor's Signature

Date

Initials



**Wharton County
Junior College**

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Title V (HSI) Career Development and Transfer Coordinator (Temporary Grant Funded Position)	FLSA: Exempt GRADE: GNT07
LOCATION: Wharton Campus	EFFECTIVE DATE: October 9, 2020
REPORTS TO: Title V HSI Project Director	

PURPOSE AND SCOPE:

The Title V (HSI) Career Development and Transfer Coordinator plays a key role in the U.S. Department of Education (USDE) funded, five-year Title V grant to increase the completion, persistence, and transfer rates of students, particularly Hispanic students and FTIC students. The Title V (HSI) Career Development and Transfer Coordinator is responsible for providing career development resources and services to students, assisting with transfer planning, and initiating programming and events to assist students in their transition to career or university.

ESSENTIAL JOB FUNCTIONS:

1. This position conducts individual and group career advising / job search coaching to students to help them make informed career decisions; explore occupational choices; prepare for an effective job search and connect with part-time, internship and fulltime employment opportunities.
2. This position provides transfer-planning resources and services to students who intend to transfer to a university after completing studies at WCJC, including the development of an individualized transfer plan.
3. This position determines appropriate assessment and intervention required to assist students, and this position analyzes and interprets career assessment results and incorporates in career advising / job search coaching sessions.
4. This position develops, conducts, and coordinates career development and transfer workshops, events, and transfer trips to colleges and universities.
5. This position assists with and/or coordinates logistical and administrative details for career fairs, college fairs, and special career events.

Initials

6. This position conducts planned programs for outreach to students, faculty and employers to advertise and promote the Academic and Career/Transfer Advising Center.
7. This position advises and assists students in mapping out their educational career and meeting their short-term and long-term educational goals.
8. This position assists in the development and implementation of the Pathways Career Exploration Summer Bridge program.
9. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Career Development and Transfer Coordinator requires a Bachelor's degree in psychology, student development, education, counseling or equivalent. This position requires two (2) years of experience in career advising, counseling, or development in a college environment. Experience facilitating the Myers Briggs Type Indicator, Strong Interest Inventory or other career based assessments required. This position requires strong interpersonal skills and demonstrated sensitivity to the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of the student populations in the Wharton County Junior College (WCJC) service area and surrounding areas. This position requires strong organizational skills, the ability to make sound independent decisions, and work with minimal supervision. The incumbent in this position must function effectively to achieve the College goals and mission. A criminal background check is required.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of this position are with students, faculty, staff, and administration.

External contacts of this position are with the general public, college and university administration and employers.

COMPLEXITY/EFFORT:

This position involves the ability to work with minimal supervision and maintain confidential information. This position involves attention to detail and accuracy and requires organizational skills that allow work on a number of projects simultaneously and the ability to prioritize tasks. This position requires the ability to conduct presentations both virtually and in person, to large and small groups. This position requires event planning and management skills. This position

requires collaborative work effort with external and internal customers in a collegial atmosphere. A demonstrated commitment to the mission of a comprehensive community college and students is vital. The incumbent in this position must function effectively to achieve the College goals and mission.

WORKING CONDITIONS:

Work of this position is performed in an office environment readily accessible to the general public. This position involves heavy interaction with students. This position works with light, easy to handle materials requiring little physical effort. This position has exposure to natural atmospheric conditions such as dirt, and dust, and minimal exposure to hazardous situations. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Occasional travel with use of personal vehicle and after-hours work may be required.

LAST MODIFIED: October 9, 2020

Employee's Signature

Date

Supervisor's Signature

Date

Initials

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Title V (HSI) Academic Advisor – Experiential Learning (Temporary Grant Funded Position)	FLSA: Exempt GRADE: A05
LOCATION: Wharton Campus	NBAPOSN:
REPORTS TO: Title V HSI Project Director	EFFECTIVE DATE: October 9, 2020

PURPOSE AND SCOPE:

The Title V (HSI) Academic Advisor for Experiential Learning plays a key role in the U.S. Department of Education (USDE) funded, five-year Title V grant to increase the completion, persistence, and transfer rates of students, particularly Hispanic students and FTIC students. The Title V (HSI) Academic Advisor for Experiential Learning is responsible for connecting with industry partners, managing experiential learning activities for students, and providing career development resources and services to students. This position is also responsible for recommending appropriate course selections based on student educational goals, identifying programs at the College that meet students' goals and building short- and long-term academic plans for students.

ESSENTIAL JOB FUNCTIONS:

1. This position will connect with employers and industry partners in order to create job and internship opportunities for students.
2. This position will manage all aspects of the grant's internship program including the applied learning scholarships, and will work with academic departments to develop new experiential learning opportunities for students.
3. This position develops and conducts experiential learning workshops, trainings, and events to aid in student success.
4. This position advises and assists students in mapping out their educational career and meeting their short-term and long-term educational goals.
5. This position assists with and/or coordinates logistical and administrative details for career fairs, college fairs, and special events, including the Pathways Career Exploration Summer Bridge program.

Initials

6. This position provides academic advisement to students. Advising of students will include but not be limited to one-on-one, phone, online advising, and group advising. This position is expected to have current knowledge regarding all college programs, transfer information to other colleges, all Wharton County Junior College (WCJC) scholarship programs, and a basic understanding of financial aid.
7. This position maintains on campus an updated collection of advisement and articulation information and materials and provides students with a variety of information resources including college catalogs, course/programs selection guides, financial aid information, etc.
8. This position conducts planned programs for outreach to students, faculty and employers to advertise and promote the Advising and Career/Transfer Center.
9. This position serves on various committees to give input in the development, refinement, and updating of college academic procedures. This position is involved in the development and delivery of student academic success workshops.
10. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Academic Advisor – Experiential Learning requires a Bachelor's degree from an accredited institution and two (2) years of full time professional work experience in academic advisement, career services, or student life programming in higher education. This position requires strong organizational, oral, and written communication skills. This position requires computer skills with a proficiency in Microsoft Office and experience working with database information. This position requires the ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to assist students in achieving their academic goals. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. Occasional evening and weekend work hours will be included in the position. A criminal background check is also required.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of this position are students, faculty, staff and administration.

External contacts of this position are with general public and employers.

COMPLEXITY/EFFORT:

Initials

This position involves the ability to work well independently and in teams. This position requires attention to detail, a working knowledge of general office procedures and practices, the ability to accurately interpret established guidelines for students and other personnel, and the ability to maintain confidential information. This position requires the ability to utilize computer technology to access data, maintains records, generate reports, and communicate with others. This position requires the ability to conduct presentations both virtually and in person, to large and small groups. This position requires the ability to interact with outside agencies/employers. This position requires event/program planning and management skills. This position requires collaborative work effort with external and internal customers in a collegial atmosphere. A demonstrated commitment to the mission of a comprehensive community college and students is vital. The incumbent in this position must function effectively to achieve the College goals and mission.

WORKING CONDITIONS:

Work of this position is performed in an office environment readily accessible to the general public. This position involves heavy interaction with students and employers. This position works with light, easy to handle materials requiring little physical effort. This position has exposure to natural atmospheric conditions such as dirt, and dust, and minimal exposure to hazardous situations. This position requires work characteristics supportive of collaborative work efforts in a collegial atmosphere. Occasional travel with use of personal vehicle and after-hours work may be required.

LAST MODIFIED: October 9, 2020

Employee's Signature

Date

Supervisor's Signature

Date

Initials

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Title V (HSI) Academic Advisor – Financial Literacy (Split funded 50%) (Temporary Grant Funded Position)	FLSA: Exempt GRADE: A05
LOCATION: Wharton Campus	NBAPOSN:
REPORTS TO: Title V HSI Project Director	EFFECTIVE DATE: October 9, 2020

PURPOSE AND SCOPE:

The Title V (HSI) Academic Advisor for Financial Literacy plays a key role in the U.S. Department of Education (USDE) funded, five-year Title V grant to increase the completion, persistence, and transfer rates of students, particularly Hispanic students and FTIC students. The Title V (HSI) Academic Advisor for Financial Literacy is responsible for assisting incoming students with college application and financial aid process and initiating programming and events with regard to financial literacy for all students. This position also serves as an academic advisor, responsible for recommending appropriate course selections based on student educational goals, identifying programs at the College that meet students' goals and building short- and long- term academic plans for students.

ESSENTIAL JOB FUNCTIONS:

1. This position will work closely with the Office of Financial Aid and the Office of Admissions and Registration to provide incoming students with resources to aid the application and financial aid process.
2. This position develops and conducts financial literacy workshops and events including knowledge of markets and economics, and knowledge of higher education financing and repayment to increase the students' and families knowledge of financial aid.
3. This position develops a financial plan for project participants that incorporates the four elements of financial well-being and the Financial Well Being Scale utilizing the Consumer Financial Protection Bureau Financial Toolkit to establish short and long-term financial goals.
4. This position will develop the financial literacy component of the Pathways Career Exploration Summer Bridge Program.
5. This position advises and assists students in mapping out their educational career and meeting their short-term and long-term educational goals.

Initials

6. This position provides academic advisement to students. Advising of students will include but not be limited to one-on-one, phone, online advising, and group advising. This position is expected to have current knowledge regarding all college programs, transfer information to other colleges, all Wharton County Junior College (WCJC) scholarship programs, and a basic understanding of financial aid.
7. This position maintains on campus an updated collection of advisement and articulation information and materials and provides students with a variety of information resources including college catalogs, course/programs selection guides, financial aid information, etc.
8. This position conducts planned programs for outreach to students to advertise and promote the Advising and Career/Transfer Center and overall student success.
9. This position is involved in the development and delivery of student academic success workshops.
10. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Academic Advisor – Financial Literacy requires a Bachelor's degree from an accredited institution and two (2) years of full time professional work experience in academic advisement, financial aid, career advising or student life programming in higher education. This position requires strong organizational, oral, and written communication skills. This position requires computer skills with a proficiency in Microsoft Office and experience working with database information. This position requires the ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to assist students in achieving their academic goals. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. Occasional evening and weekend work hours will be included in the position. A criminal background check is also required.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of this position are students, faculty, staff and administration.

External contacts of this position are with general public.

Initials

COMPLEXITY/EFFORT:

This position involves the ability to work well independently and in teams. This position requires attention to detail, a working knowledge of general office procedures and practices, the ability to accurately interpret established guidelines for students and other personnel, and the ability to maintain confidential information. This position requires the ability to utilize computer technology to access data, maintains records, generate reports, and communicate with others. This position requires the ability to conduct presentations both virtually and in person, to large and small groups. This position requires collaborative work effort with external and internal customers in a collegial atmosphere. A demonstrated commitment to the mission of a comprehensive community college and students is vital. The incumbent in this position must function effectively to achieve the College goals and mission.

WORKING CONDITIONS:

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LAST MODIFIED: October 9, 2020

Employee's Signature

Date

Supervisor's Signature

Date

Initials



**Wharton County
Junior College**

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Title V (HSI) Technologist (Temporary Grant Funded Position)	FLSA: Exempt GRADE: A05 NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: October 9, 2020
REPORTS TO: Title V HSI Project Director	

PURPOSE AND SCOPE:

The Title V (HSI) Technologist plays a key role in the U.S. Department of Education (USDE) funded, five-year Title V grant to increase the completion, persistence, and transfer rates of students, particularly Hispanic students and FTIC students. The Title V (HSI) Technologist is responsible for implementation, training, and management of all software used in the Advising and Career/Transfer Center (Center). This position is responsible for ensuring students have virtual access to all tools and resources offered in the Center and for creating virtual orientations and presentations.

ESSENTIAL JOB FUNCTIONS:

1. This position will assist with the implementation and training of software tools used in the Center.
2. This position will be responsible for managing the career center management tool that will engage employers, post jobs, provide resources, manage events, etc.
3. This position is responsible for creating virtual materials that connect students with new and existing student support resources and services.
4. This position is responsible for enhancing and developing a virtual presence on the WCJC website for the services offered at the Career/Transfer Center.
5. This position will incorporate interactive website tools for students to develop goals and plans related to finances, careers, education and personal development.
6. This position will maintain virtual career development tools on the website for resume development, cover letters, interviewing skills, employer expectations, and student to employee transitioning skills.

Initials

7. This position will be responsible for creating and managing new student orientation in a virtual platform.
8. This position is involved in the development and delivery of student academic success workshops and assists in the implementation of the Pathways Career Exploration Summer Bridge Program.
9. This position serves on various committees to give input in the development, refinement, and updating of college academic support procedures.
10. This position performs other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

The position of Technologist requires a Bachelor's degree from an accredited institution in education, technology, digital media or equivalent and two (2) years of full time professional work experience in education. This position requires strong organizational, oral, and written communication skills. This position requires strong computer skills with a proficiency in Microsoft Office, experience creating virtual presentations/videos, experience creating marketing pieces, and experience working with database information. The person in this position must be detail oriented and creative. This position requires the ability to deal extensively and effectively with a wide variety of individuals requiring excellent interpersonal skills, listening skills, and communication skills in order to assist students in achieving their academic goals. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. Occasional evening and weekend work hours will be included in the position. A criminal background check is also required.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopies, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

Internal contacts of this position are students, faculty, staff and administration.

External contacts of this position are with general public and employers.

COMPLEXITY/EFFORT:

This position involves the ability to work well independently and in teams. This position requires attention to detail, a working knowledge of general office procedures and practices, the ability to accurately interpret established guidelines for students and other personnel, and the ability to maintain confidential information. This position requires the ability to utilize computer technology to access data, maintain records, generate reports, create presentation and videos,

create marketing pieces, and communicate with others. This position requires the ability to conduct presentations both virtually and in person, to large and small groups. This position requires the ability to interact with outside agencies/employers. This position requires collaborative work effort with external and internal customers in a collegial atmosphere. A demonstrated commitment to the mission of a comprehensive community college and students is vital. The incumbent in this position must function effectively to achieve the College goals and mission.

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LAST MODIFIED: October 9, 2020

Employee's Signature

Date

Supervisor's Signature

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Initials

