

Coordinator, Corporate College  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252017>

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Posted Jan. 23, 2025, set to expire May 24, 2025

**Job Title** Coordinator, Corporate College  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

The Coordinator, Corporate College is responsible for providing assistance to the Director, Business Development in all aspects of the Corporate College and associated degree and credit program activity. Responsibilities include assisting with registration of students; assisting with registration for open enrollment credit students; responding to telephone advising and inquiry calls from employers, prospects and students. The Coordinator is responsible for providing support and assistance to other

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Division programs and projects and for achieving enrollment and financial outcomes assigned on a fiscal year basis. The Coordinator also works with the Google Professional Certificates Program performing tasks that include working with Marketing on the promotion of the program, engaging with the Director of Noncredit Recruitment on all recruitment, admission, application processes, interacting with internal departments, external groups (Google) and students to ensure the success of the student's experience.

### **College Intro**

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### **Specific Responsibilities**

- Support the Director in coordinating and delivering on-site credited courses to local client organizations.
- Coordinate all activities for client contracts including student support, recruitment, student registration, billing, file maintenance, management of database and quarterly reports.
- Provide information sessions and administer placement testing to prospective students at various organizations.
- Provide customer service to business clients including registration, textbook delivery, billing,

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course selection and other College-related issues.

- Develop and maintain databases, spreadsheets and financial reports as required.
- In collaboration with the Director, Business Development support recruitment and retention strategies for clients and students and achieve enrollment, FTE and net revenue targets associated with the Corporate Solutions Business plan.
- Manage all contracted credit programs support service requirements as directed.
- Meet with employer/corporate clients, conducts on-site recruitment and advising for employers, coordinates required course texts and supplies.
- Serve as a contact person for faculty and responds to needs and program support requirements.
- Assist Director, Business Development in responding to high volume of academic advising related telephone calls.
- Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.
- Perform all duties related to the coordination of the Google Professional Certificates Program.
- Other duties as assigned.

### Minimum Qualifications

- Bachelor's degree in Education, Higher Education Administration, or related field required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Two (2) years experience in higher education administration in a degree and/or credit continuing education environment or corporate education environment required.
- Ability to work independently as well as work as a team member required.
- Excellent organizational and time management skills required.
- Must be detail oriented, able to work independently, a self-starter, flexible, organized and possess excellent interpersonal, writing, editing, verbal and other related business communication skills required.
- Computer proficiency utilizing Banner, MS Word, Excel, Access, and PowerPoint required.
- Internet research skills required.
- Valid driver's license and access to a personal vehicle required; local travel required.
- Ability to work evening and weekend hours required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

### Preferred Qualifications

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- Prior experience with student academic advising preferred.
- Prior experience working with college faculty and a sound understanding of curricula preferred.
- Web design and experience with Web page updates preferred.

Work Location: Main Campus

### **Benefits Summary**

#### **Benefits:**

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### **Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

#### **Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:  
<https://www.myccp.online/human-resources/benefits-eligibility>

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**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair
  - Professional & Technology Diversity Career Fair
  - AL DIA - Diversity Career Fair
  - Community College of Philadelphia Website
  - Indeed.com
  - Other
2. \* What is the highest level of education you have completed?
  - No Response
  - High School/GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate
  - Other

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3. \* Do you have two (2) years experience in higher education administration in a degree and/or creditcontinuing education environment or corporate education environment?
  - Yes
  - No
4. \* Do you have experience with student academic advising?
  - Yes
  - No
5. \* Do you have experience working with college faculty and a sound understanding of curricula?
  - Yes
  - No
6. \* Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes."Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
  - Yes, the salary range is within my expected salary expectations.
  - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano Aametrano@ccp.edu  
All Jobs  
Community College of Philadelphia

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