

Coordinator, Educational Programs, Apprenticeships &
School-to-Work
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252019>

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

Job Title Coordinator, Educational Programs, Apprenticeships &
School-to-Work

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 - Undergraduate Education
Administration - Student Affairs

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Job Description

Posting Details

Position Information

Position Title: Coordinator, Educational Programs, Apprenticeships & School-to-Work

General Description

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The Coordinator, Educational Programs manages the holistic development and academic success of students in the College's pre-apprenticeship/apprenticeship and school to work programs. The Coordinator is responsible for coordinating and facilitating the recruitment and enrollment of eligible students; tracking, monitoring, and reporting on student progress through secondary, postsecondary, and youth workforce programs; and coordinating and facilitating relevant year-round relevant academic and career/workforce exposure workshops, and activities that support pipelines from K-12 to workforce. The Coordinator works closely with K12 students and families, K-12 school partners, employer partners, community and youth workforce organizations, and relevant offices and departments at the College to ensure workforce readiness and success for students.

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 chance 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

- Collaborate with Director, Apprenticeships & School to Work Programs to recruit and enroll eligible students, including coordinating and conducting school visits, delivering presentations, reviewing program applications, conducting interviews, assigning instructors and class schedules for school and site-based programs, and managing enrollment processes.

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- Track, monitor, analyze, and report on student performance using high school data, standardized test scores, GPA, academic and CTE credit attainment, program attendance.
- Coordinate and oversee tutoring and academic support service aspects of programs in the Office of Apprenticeships & School to Work, overseeing part-time Academic Mentors.
- Coordinate and conduct individual meetings with students to set goals, address challenges, and monitor progress, to include an academic profile, post-secondary goals, and career interests.
- Coordinate and facilitate the school to work transitions for students, including workforce and postsecondary applications, standardized and industry/workforce test prep, and financial aid and scholarship applications.
- Develop and coordinate academic, and career/workforce exposure workshops and activities.
- Coordinate with students and families, K-12 school partners, relevant College offices, apprenticeship and employer partners, and community and youth workforce organizations/stakeholders to support and advocate for the success and wellbeing of students.
- Attend staff meetings, professional development activities, and assist in planning staff training activities.
- Support the Director in data collection for grant and contract reports.
- Attend evening activities as required, including chaperoning local and out-of-town trips.
- Perform assigned duties consistent with the mission, goals, and core values of the College.
- Deliver quality customer services to both internal and external constituents in a professional, helpful, and courteous manner.
- 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.

Minimum Qualifications

- Bachelor's Degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Two (2) years of work experience in effective program planning and implementation of services successfully transitioning high school students to post-secondary and careers.
- Passion for and experience working with and supporting high school students in school based postsecondary and career readiness programs.
- Knowledge of career-connected learning/school-to-work programs, pre-apprenticeships and apprenticeships.
- Knowledge and experience with the college and financial aid application process.
- Strong interpersonal, oral, and written communication skills required.

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- Strong organizational skills and attention to detail and follow-through required.
- Demonstrated ability to work collaboratively with internal and external constituents required.
- Demonstrated proficiency with Microsoft Office Suite required.
- Ability to work evenings as needed.
- 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

- Bachelor's or Master's degree in Education, School Counseling, Social Work, or related field preferred.
- Valid driver's license and access to a personal vehicle 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:



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- 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>

Salary Grade or Rank: 2

Min Salary/Hourly Rate: \$47,389

Max Salary/Hourly Rate: \$60,000

Job Posting Open Date: 11/20/2024

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

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- Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * 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
4. * Do you have two (2) years of work experience in effective program planning and implementation of services successfully transitioning high school students to post-secondary and careers?
- Yes
 - No

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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