

Coordinator, Corporate College
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256253>

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Posted Apr. 25, 2025, set to expire Aug. 24, 2025

Job Title	Coordinator, Corporate College
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Apr. 25, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Posting Details

Position Information

Position Title: Coordinator, Corporate College

Requisition Number: SCA00815

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General Description

The Coordinator, Corporate College supports the Director of Business Development in advancing the College's workforce development mission by coordinating aspects of the Corporate College, including credit-bearing and noncredit programs delivered through employer partnerships. The Coordinator facilitates student registration, responds to inquiries from employers and students, and supports the full lifecycle of program execution—from contract setup to reporting—ensuring a seamless and supportive experience for both learners and partners.

The role also plays a vital part in the Google Professional Certificates Program, collaborating with marketing and recruitment teams, managing application and enrollment processes, and liaising with internal departments and external partners to enhance access, student outcomes, and workforce alignment. This position directly contributes to the Division's goals around enrollment, retention, and revenue generation.

Community College of Philadelphia is an open-admission, associate-degree-granting institution dedicated to providing access to higher education for all who may benefit. Our programs in liberal arts, sciences, career technologies, and academic skill development form a strong foundation for college transfer, workforce entry, and lifelong learning. We are committed to attracting and retaining diverse, talented faculty and staff who value and foster an intellectually vibrant community. Together, we prepare students to become informed citizens, culturally engaged individuals, and contributors to Philadelphia's economic and social advancement—continuing our role as a driver of generational change in this city and beyond.

#ID23

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

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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 planning and delivering customized, credit-bearing courses at employer sites.
- Provide coordination for client-facing program logistics: student registration, onboarding, communications, billing, and academic records.
- Organize and deliver information sessions and placement assessments for prospective students at partner organizations.
- Provide high-level customer service to employers, students, and faculty across registration, textbooks, schedules, and course administration.
- Develop and maintain accurate databases, rosters, spreadsheets, and financial records.
- Collaborate with leadership to implement enrollment and retention strategies and help achieve annual revenue and student success goals.
- Ensure quality and compliance across all contracted programs; resolve issues with flexibility and a student-first mindset.
- Coordinate with corporate clients to support advising, student enrollment, and delivery of materials.
- Act as primary liaison for faculty involved in Corporate College programming.
- Respond to a high volume of inquiries with empathy, accuracy, and professionalism.
- Coordinate day-to-day implementation of the Google Professional Certificates Program, including promotion, recruitment, registration, and progress monitoring.
- Represent the College at corporate and community events when needed.
- Perform other duties as assigned.

Minimum Qualifications

- Associate's degree from a regionally accredited institution.
- At least two (2) years of experience in education, workforce development, corporate training, or a related field.
- Strong organizational, communication, and problem-solving skills.

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- Demonstrated ability to work both independently and as part of a collaborative team.
- Commitment to inclusive practices and sensitivity to diverse populations in a higher education or workforce training setting.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint); comfort learning new systems.
- Ability to travel locally and occasionally work evening or weekend hours.

Preferred Qualifications

- Experience supporting adult learners or nontraditional students.
- Familiarity with student advising or support services in a higher education context.
- Understanding of community college curricula and operations.
- Experience using enterprise systems (e.g., Banner) or CRM platforms.
- Web editing or content management system (CMS) experience.
- Knowledge of industry-recognized credentialing programs (e.g., Google Certificates, Coursera, CompTIA).

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: \$55,000

Job Posting Open Date: 05/13/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

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 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 (*).

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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
3. * Do you have experience with student academic advising?
 - Yes
 - No
4. * Do you have experience working with college faculty and a sound understanding of curricula?
 - Yes
 - No
5. * 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

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exceed the posted ranges.)

6. * Do you have at least two (2) years of experience in education, workforce development, corporate training, or a related field?
- 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
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