

Education Guided Pathways Specialist (Program
Specialist 2)
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=268259>

Downloaded On: Nov. 13, 2025 1:29pm

Posted Nov. 13, 2025, set to expire Nov. 22, 2025

Job Title	Education Guided Pathways Specialist (Program Specialist 2)
Department	SFCC Education & Instructional Services
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Nov. 13, 2025
Application Deadline	11/22/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Education Guided Pathways Specialist (Program Specialist 2)

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Education & Instructional Services

Salary Range: \$3,752 - \$5,011

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Starting salary for this position is: \$3,752 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 11/21/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Education Guided Pathways Specialist (Program Specialist 2)

JOB SUMMARY

Under general supervision of the Dean of Community Health and Education, the primary purpose of this position is to serve as a program representative and resource, to plan, organize, and coordinate operational efforts for the Education Pathway and cross-operational efforts with other pathways.

This position is responsible for overseeing day-to-day pathway functions, serving as the Education, Instructional Services, and Behavioral Health Pathway representative and resource, maintaining extensive contact with Pathway students, faculty, and providing wrap-around student service program support, resolving problems; assisting the Dean and faculty with developing and coordinating student-centered college-wide activities, including but not limited to program review of degrees and certificates within the Pathway, creating and generating reports for data analysis, enrollment management, graduation processes, Education, Instructional Services, and Behavioral Health Pathway processes, etc. This position cross-trains with other pathways.

DUTIES AND RESPONSIBILITIES

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- Provide information and technical assistance to Education and Integrated Behavioral Health Pathways students and faculty as well as promote the Pathway to prospective students. *
- Attend meetings and/or conferences as the Pathway representative; develop and make public presentations on Pathway related topics, student interventions, most impactful practices, etc. *
- Confer regularly with other pathways, the Guided Pathways Advising Team, the Pathway Deans, the Equity, Diversity, & Inclusion (EDI) Dean, Student Affairs, and Instruction regarding the implementation of Pathway practices, and implementation of EDI practices. *
- Pre-emptively analyze data regarding student performance and progression, facilitate assistance and EDI interventions as needed for student retention and success. *
- Assist students and faculty with persistence efforts in collaboration with the Counseling department and other Student Support Services. *
- Under the directive of counselors, support counseling offices with student services (SAP, advising holds, SARS, NSAR, Ed Plan, etc.). *
- Assist with Admission, Recruitment, and Retention efforts, including but not limited to: New Student Advising and Registration (NSAR), Spokane Falls Community College (SFCC) informational events such as "We Have a Place for You", program orientations, call campaigns, mass text/emails to students, registration reminders, ongoing group advising, inputting data. *
- Participate in establishing Pathway guidelines, monitor Pathway activities in relation to established parameters and goals, including but not limited to alignment with the Guided Pathways action plans and program review to identify areas for Pathway development/innovations. *
- Engage in the preparation of educational and promotional materials for Guided Pathways, pathway options, and the wrap-around services provided within each Pathway. *
- Cross-train with all Student Affairs and Instruction departments to provide consistent and complete support for student needs related to pathway progression and retention. *
- Provide support in determining student progress in achieving educational goals, and guiding intervention efforts as warranted. *
- Support the coordination and execution of Guided Pathway Team efforts across campus toward an equitable and inclusive student-centered environment, in collaboration with other programs and services. *
- Consistently train in EDI practices as well as specific intervention techniques. *
- May supervise lower-level staff and work study students. *
- Model professional decorum and mutual respect in all personal interactions. *
- Complies with district policy, procedures and directives, state and federal regulations, orders and statute and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

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Indicates this is an essential duty.

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Excellent interpersonal skills, ability to work effectively with diverse students, faculty, staff, and administrators.
- Ability to learn the various degrees/certificates and/or admission/registration cycles.
- High degree of competency in Office Suite, particularly with Excel, and other office software (Zoom, Microsoft TEAMS, etc.).
- Ability to track student progress and pull from various data reports.
- Ability to perform work and meet deadlines with constant interruptions, as well as ability to answer on demand questions by phone, in person, or electronically.
- Ability to travel and work evenings and/or weekends for Guided Pathways-related events.
- Ability to foster a climate of equity and belonging through multicultural awareness and responsiveness.

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DESIRED QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution.
- Experience utilizing an integrated student management system (ex. PeopleSoft, Banner, Customer Relationship Management (CRM), etc.).
- Knowledge of the Family Educational Rights & Privacy Act (FERPA).
- Knowledge of the Education pathway intricacies, Career Technical Education (CTE) programs, and degrees/certificates, including Bachelor of Applied Science (BAS).
- Additional knowledge of Spokane Colleges or Washington State policies and procedures.
- Familiarity with the various degrees/certificates and/or admission/registration cycles.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Work in an environment of frequent interruptions and distractions.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12-months, 40-hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Requires local or regional travel. If using personal vehicle proof of driver's license and car insurance required.
- Criminal background check required.
- May be required to work alternate shift.
- This position is covered under a collective bargaining agreement. Membership is optional.

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Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual

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physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/education-guided-pathways-specialist-program-specialist-2-spokane-washington-united-states>

Contact Information

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

Contact

SFCC Education & Instructional Services
Community Colleges of Spokane