



VACANCY ANNOUNCEMENT

Position Title: AIM Grant Retention Specialist

Position #: 400020

Position Status: Full-Time

Reports To: AIM Grant Director

DUTIES AND RESPONSIBILITIES:

1. Develop student support programming, including financial literacy, career exploration, experiential learning and undergraduate research.
2. Coordinate with faculty/academic advisors and students to develop referrals, internships and job placement.
3. Serve as the lead of a campus committee that produces summer and pre-semester student orientation activities each year.
4. Communicate orientation information.
5. Maintain an online orientation platform.
6. Assist with project reporting and data collection.
7. Maintain participant records and monitor student progress/performance.
8. Submit monthly time and effort reports.
9. Oversee the orientation budget.
10. Conduct career advising services during a student's enrollment process that will equip the student with the knowledge for making academic and career plans by enhancing awareness of their work-related strengths, interests, values, and understanding the world of work.
11. Work collaboratively with faculty/academic advisors and departments to identify and define the student's career planning goals and internship placement needs.
12. Work with the Foundation Director to identify OJC alumni who can offer internships and employment opportunities.
13. Be responsible for the coordination of the annual Career Day at OJC.
14. Work cooperatively with on-campus and community groups hosting employment fairs.
15. Coordinate other events and workshops on topics relating to career services and student success.
16. Be responsible for conducting an annual First Destination Survey to determine education and career outcomes for OJC alumni.

This position is funded through a Title V, Developing Hispanic-Serving Institutions Program (DHSI), for five years beginning October 1, 2020. Any grant funded position with future employment will be contingent upon funding.

See Human Resources for a complete job description.

Minimum Qualifications:

- Bachelor's degree from an accredited institution
- Budget experience
- Excellent oral and written communication skills
- A demonstrated commitment/evidence of sensitivity in working with Hispanic, first generation, and low-income students, preferably in a college setting

Preferred Qualifications:

- Experience developing programming for students, including workshops, orientation programs, experiential learning and undergraduate research
- Experience working in higher education and student retention activities
- Experience in a similar higher education project providing direct support to students
- A background profile similar to that of the participants of the program
- A demonstrated commitment to rural community college

SALARY:

\$38,000 – \$42,000 annually with an excellent benefit package including retirement, health, vision, dental and life insurance

12 month position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

December 4, 2020 will be the first review of applications
Position will remain open until filled

POSTION START DATE:

ASAP

Submit Application Packet To:

Otero Junior College
Attn: Carol Noll
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: carol.noll@ojc.edu

Inquiries May Be Directed To:

Carol Noll
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Marlene Boettcher, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide

Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.