

Pay Grid:	B2
Status / FLSA Status:	Full Time / Nonexempt
Classification:	Support Staff
Department:	Adult Education
Reports to:	Director of Adult Education
Work Location:	Main Campus, Oglesby, IL
Hours of Work:	Monday through Friday; 8:00 a.m. to 4:30 p.m.

POSITION SUMMARY: To inform educationally disadvantaged students about IVCC's Adult Education Program, to assess the needs of these students and help meet those needs with appropriate curriculum and referrals for support services, to provide appropriate workshops, and literacy activities as directed by WIOA authorization. To market and promote the services of the Adult Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Arrange for the promotion of Adult Education Services through all mediums, including Adult Education displays at area functions.
- B. Refer students to key IVCC departments for transition to post-secondary education.
- C. Prepare and present workshops as requested.
- D. Contact prospective Adult Education students directly by phone, email or in person.
- E. Promote Adult Education services to students with electronic or printed advertisements, mailings, community announcements and other effective recruitment/retention strategies.
- F. Network with various community agencies and serve as the Workforce Innovation Opportunity Act liaison to promote Adult Education services.
- G. Assess potential Adult Education students for class intake and refer for GED® Testing.
- H. Input data into class courses for each semester into IVCC's colleague system (and statewide database (DAISi).
- I. Present i-Pathways orientation, monitor student/instructor participation and report technical problems to statewide database systems support, Center for the Application of Information Technologies (CAIT).
- J. Maintain IVCC Adult Education website and social media accounts.
- K. Serve as an officer (council secretary) for the Area Planning Council.
- L. Prepare new class schedules each semester for distribution to all agencies, organizations, businesses and Workforce partners.
- M. Schedule, register, and test all students during orientation sessions.
- N. Assist Director with uploading all grant reports and information in grant portal, Amplifund.
- O. Perform other duties as assigned by the Director of Adult Education.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Continually strive to achieve the College Mission, Visions and Purposes.
- ❖ Attendance at workshops and professional program development seminars and classes.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Associate's degree or higher required.
2. Knowledge of all Microsoft applications required.
3. Experience working with underserved or at-risk students preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.