



Job Title: Senior Project Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 109
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position assists prospective, continuing, and returning students in making informed decisions concerning educational and professional goals leading to graduation and providing referrals to agencies to assist in those endeavors. This position also, via the Road to Independence, Success, and Excellence (RISE) program at St. Petersburg College, may strive to increase the enrollment and graduation rates of students eligible for the Florida Department of Children and Families (DCF) tuition and fee exemption and the Homeless tuition and fee exemption under Florida Statute 1009.25. Duties may include: coordinating student engagement; organizing and delivering direct student support services in the areas of academics, life skills, professional and social development, safety, and community/campus engagement; serving as a primary point of contact for any SPC student experiencing housing insecurity/crisis; serving as a student advocate; cultivating and maintaining partnerships with local service providers and educational institutions; processing applications for the homeless tuition and fee exemption; tracking and maintaining related data; logging efforts and outcomes; and maintaining related records.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Assists prospective, continuing, and returning students in making informed decisions concerning educational and professional goals leading to graduation.
- Organizes life skills and College success workshops and events that address the unique needs of students such as students who've been impacted by the child welfare system and students who are experiencing/facing homelessness.
- Identifies, assists, and tracks the persistence of students of concern who are identified through available College data sources; directs student interaction and faculty/staff referrals; and provides appropriate resources to those students.
- Researches and resolves issues, complaints, and/or other problems brought upon by students, faculty, staff, or the community related to College/program processes.
- Leverages available campus and community resources to ensure access to wraparound services.

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- Regularly corresponds with students individually and in groups concerning academic, professional, and social development opportunities, available resources, and critical dates and deadlines.
- Provides academic counseling to students in one-on-one coaching/advising sessions.
- Monitors student-only group chat and intervenes when necessary.
- May obtain updated DCF Tuition and Fee Exemption forms from community-based care agencies; verify and process homeless tuition and fee exemption applications; respond to housing assistance referrals within one (1) business day; and submit enrollment verification letters for DCF waiver recipients along with Housing Choice Voucher applications to Pinellas County Housing Authority.
- Assesses student strengths and barriers; helps develop a solution-focused plan; and may help to achieve stable housing and self-sufficiency.
- Cultivates and maintains partnerships with local service providers and educational institutions in the Tampa Bay area.
- Responds to requests for information from faculty, staff, students, outside agencies, and community regarding technical processes and available supports.
- Maintains regular attendance on community networking calls to stay abreast of best practices and policy changes pertaining to the populations such as those served by RISE; facilitates the widespread dissemination of information pertaining to the RISE program and SPC to relevant community partners (high schools, residential facilities, community-based care agencies, etc.).
- Develops outreach plans for internal and external program expansion, including creation and distribution of online and print materials.
- Researches and analyzes current trends or other related data to improve the services or operations of the program.
- Maintains database of external partnerships and updated resource/knowledge library.
- Prepares and delivers presentations to potential students, caregivers, and social service agencies in the community.
- Corresponds and follows-up with prospective student inquiries and facilitates a “warm hand-off” to other relevant student support services.
- Organizes specialized campus visits in collaboration with SPC admissions.
- Develops measurable objectives geared towards increasing student enrollment and persistence to graduation.
- Develops and maintains a comprehensive system to compile, manage, evaluate, and report data associated with College goals and institutional initiatives.
- Ensures waiver recipients are accurately coded in PeopleSoft and Business Intelligence for retention tracking; regularly updates RISE caseload on SPC for additional data tracking.
- Logs outreach efforts, intervention strategies, and outcomes.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s degree; five (5) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Low-cost housing options in the community as well as the rental process;
- Project management principles, practices, and tools;
- Project development, scheduling, monitoring, and control systems;

- Applicable federal, state, and local laws, rules, codes, guidelines, and regulations;
- Research methods;
- Budget principles; and
- Computers and related software applications.

Skills in:

- Managing projects;
- Analyzing;
- Monitoring project budgets;
- Solving practical problems;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Exercise discretion and good judgment;
- Multi-task;
- Interpret and apply applicable laws, rules, codes, guidelines, and regulations; and
- Interpreting project/program specifications.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>

Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed part of the time working in an environment where errors on this job can lead to significant physical or mental consequences for self or others.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.