



## Technical Professional – Concurrent Enrollment Navigator

**Start Date:** Fall Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$40,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

This position is grant funded. Continuation of position is contingent on availability of funding from grant sources.

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on June 26, 2015.

### Job Summary

This full-time position will focus on expanding healthcare career pathways options for high school students. Assists with all aspects of the enrollment and management of concurrently enrolled students, working collaboratively with partner schools and RRCC staff to ensure the completion and coordination of all application and registration processes to reduce student cost, completion time and financial barriers. Inform students about college pathway options, working with parents to answer questions and provide assistance at RRCC for transitioning students. Serve as advisor supporting students along a prescribed pathway. Navigator will support the persistence and completion among students from underrepresented ethnic and socioeconomic groups.

### Responsibilities

Assist healthcare students with RRCC, CE registration and placement testing (and/or work with RRCC Assessment Manager to arrange testing at high school sites), review results and placement levels with students based on Accuplacer / ACT result. Assist healthcare students with academic advising for course selection; plan courses based on ICAP and post-secondary plans at RRCC and/or high school site. Prepare degree plans for individual student pathways and options. Assist matriculating students with Financial

Aid process and scholarship opportunities. Represent at Concurrent Enrollment Information Night, Open Houses and Parent Teacher Conferences (occasional evening events planned). Travel to partner high schools in personal vehicle. Collect measurement data showing processes and outcomes as related to grant requirements. Attend leadership and best practices seminar /trainings as relevant to position (grant requirement). Develop resources associated with high school programs, including marketing materials, website, forms, etc. Special projects and other duties as assigned.

### Qualifications

**Minimum Qualifications:** Bachelor's Degree plus a minimum of one (1) year full-time experience in secondary or post-secondary educational setting. Demonstrable ability to communicate effectively in verbal and written formats to a wide variety of audiences; evidence of strong working relationships with educational partners. Academic advising and Concurrent Enrollment/ASCENT experience; demonstrable evidence in working with an educational program that serves diverse, first-generation and/or underserved populations. Occasional evening schedule will be required. Valid Colorado Driver License.

**Preferred Qualifications:** Bachelor's Degree with minimum of three (3) years in a community college and/or high school setting. Bilingual (English and Spanish). Academic Advising experience with background in healthcare plan of study. Working knowledge of Banner.

### To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

### About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rccc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rccc.edu](mailto:hrjobs@rccc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color,

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sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*