NJC
NORTHEASTERN
JUNIOR COLLEGE

Position Announcement: LEARN Coordinator

Position Description:

Northeastern Junior College is seeking an enthusiastic and self-motivated individual to fill the position of LEARN Coordinator. The LEARN Coordinator is primarily a recruitment/retention position for the college. This coordinator will manage specialized admissions, recruitment, and retention efforts serving the Latino student populations in our service area. The position also assists with campus visitation days and registration days. This position may act as the college representative at community events.

Questions regarding this position should be directed to Andy Long, Director of New Student Enrollment / Admissions, at 970-521-6652 or e-mail to: Andy.Long@njc.edu. For additional information about NJC, see the college web site at http://ww.njc.edu.

Expectations:

- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in campus organizations and activities.

Qualifications:

- Associate's degree required; preferably a bachelor's degree;
- Excellent organizational skills, public speaking ability, verbal and written communication skills;
- Bilingual;
- Prior experience with diverse populations;
- Valid driver's license
- High level of positive energy, be a self-starter and team player with excellent motivational skills and the desire to excel and promote Northeastern and serve the Northeast Colorado communities.

Contract specifics:

This is a professional hourly position paying $15 per hour for up to 400 hours during the academic year. Position will begin immediately.

Application:

Continuous review of complete applications continuing until position is filled. Complete application file to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form
- College transcripts from an accredited college or university (unofficial copies acceptable during application process);

- Complete résumé
- Release Authorization (for background check)

Request application from and submit completed application materials to: Human Resources Office; Northeastern Junior College; 100 College Avenue; Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu or online at http://www.njc.edu/Human-Resources. Faxed applications accepted at 970-522-4945. ***Application files not containing the above documentation will not be forwarded to the Selection Committee.***

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NOTICE TO ALL APPLICANTS: *Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Director of Human Resources at (970) 521-6730 or e-mail tammy.kallsen@njc.edu.*

It is Northeastern Junior College's 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 and credit check. Employment offers are contingent upon receiving a satisfactory report.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

For information regarding the security of Northeastern Junior College, including crime statistics for the Northeastern Junior College campus and surrounding area, please see the Crime Statistics at http://www.njc.edu/Publications. For a hard copy report please contact 970-521-6657.

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IMPORTANT NOTE:
Travel and/or relocations expenses are the responsibility of the candidate and are not reimbursed by the College.

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College/Community Profile:
Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with six halls accommodating 500+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 50 full-time and 25 part-time faculty comprise the teaching staff.

NJC Mission*:*
"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

member of COMMUNITY COLLEGES OF COLORADO