



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: College and Career Planning Associate I Job Class: 3039	
DATE	Chief Academic Office College and Career Readiness
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: Collaborates with community members, partnering agencies and Milwaukee Public Schools (MPS) departments, divisions, district and school staff on promoting and supporting scholarships and pathways to multiple post-secondary opportunities for students.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

- Develops, plans, and coordinates activities and programming for scholarships.
- Collaborates, coordinates and supports dual enrollment programming with multiple MPS offices and schools.
- Collects and maintains data, compiles statistics, keeps records and prepares required reports relative to scholarships and dual enrollment.
- Organizes and maintains effective communication between partnering agencies, community members, school and district staff.
- Plans and presents training and provides consultation to MPS staff and partnering organizations as needed.
- Plans, promotes and provides parent and student workshops, drop-in supports, publications, website and social media regarding scholarships.
- Manages time, priorities, budget, records and required paperwork while meeting deadlines.
- Monitors and supports equitable access and participation of different student sub-groups.
- Independently manages multiple responsibilities while meeting deadlines.
- Attends required staff and district meetings.
- Performs other duties as assigned.

- Actively supports the MPS Strategic Plan.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: 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, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

- Bachelor's Degree
- Previous experience working with at both high school and college age students
- Excellent written and verbal communication skills, including the ability to make effective, professional presentations and trainings, and grant applications

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Frequent travel to school locations throughout Milwaukee.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

