



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: Coordinator I, MPSU Admissions	Last Revised/Approved: January, 2019
Job Code: TBD	Reports To: <i>Manager, Professional Training</i>
Office: Human Resources	Department: <i>Professional Training</i>

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

- Assist in the implementation and lead all aspects of the district's training for staff including responsibilities for the planning, developing, scheduling and logistics of training activities for MPSU and university partnerships.

Essential Functions/ Core Competencies:

- Demonstrates a high-level customer service in planning and supporting the needs of training participants, trainers, and district staff. Assists with the planning and logistics tasks required to deliver high quality courses to district staff at training locations. May do classroom observations as needed and course development.
- Advises students in respects to program admissions, career counseling, student services, referrals, and registration using the student information system (SIS) for all district university partnerships and independently run programs; issues provisional licenses upon program acceptance/verification.
- Tracks and monitors students enrolled in university partnership programs ensuring timely communications with university partners, monitoring of student enrollment, and acting as a resource for students exploring options.
- Assists with scheduling, marketing, and registration of participants for district training courses using the Infor LMS system and MPSU. Monitors course sections and schedules, registers students and keeps student master schedules and records; monitors and reports on student academic performance (SAP).
- Implements the initial application process; acting as a conduit between MPS and the university Partner programs and HR for the Urban Teacher Immersion Program programming.
- Maintains records, data, and required documentation for accreditation requirements for university partners and/or DPI as related to courses/programs offered through MPSU including assessment and licensure outcomes.
- Coordinates and tracks all partnership agreements, clinical/practicum affiliation agreements, and RFPs with university partners.

- Assists with district payroll functions, accounts payable, and receivables related to university programs, tuition, and textbooks.
- Performs office management functions such as answering and routing calls, scheduling meetings, ordering supplies, and producing support materials for courses.
- Actively support the MPS Strategic Plan.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- A Bachelor's degree in Business, Communication, Education or related area required.

Experience Requirements:

- Minimum of five years' experience working in an education or training organization with experience in teaching (online/webinar/classroom), project management, course design, and academic program administration, or faculty management for a regionally accredited university system required.
- Familiarity with accreditation and DPI/HLC policies a plus.

Knowledge, Skills and Abilities:

- Experience teaching or training using online, classroom, and webinar modalities.
- A demonstrated ability to work well with external customers, departmental leaders and staff, other central office departments and school staff is required.
- Effective oral and written communication and presentation skills are essential.
- Skill at organizing resources and establishing priorities.
- Must be self-directed.
- Excellent teamwork skills are essential.
- Must have excellent planning and organizational skills.
- A strong working knowledge of computer applications to include MS Office, Adobe, Articulate, UPK, Smartsheet and other frequently used software.
- Must be able to manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports.

Working Environment:

- Typical office or school environment.
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job at least one evening per week.

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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.