Position Title: CHEO Project Coordinator

Unit: Programs and Services

Classification: Full-time (37.5 hrs/wk), exempt-level, professional position in project years 1-3; and part-time (18.75 hours/wk), exempt-level, professional position in project year 4. Year 4 (and possibly beyond) could have opportunities for full time work, depending on grant activity.

Salary Range: $42,800 - $56,000 annually for full time; $21,400 - $28,000 for part-time. *No relocation is available for this position.

To Apply: Email resume to jobs@wiche.edu or fax to 303-541-0246

THE ORGANIZATION
The Western Interstate Commission for Higher Education – WICHE – is a non-profit and quasi-government organization established by the U.S. Congress in the 1950’s through an interstate compact. WICHE was created to promote and to facilitate resource sharing, collaboration, and cooperative planning among Western states, their colleges and universities, and their systems of higher education. Member states are: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

PROGRAMS AND SERVICES UNIT
The Programs and Services Unit is involved in developing and managing programs that promote student access as well as resource sharing and collaboration both regionally and nationally. The unit administers WICHE’s Student Exchange Programs that provide a broad range of higher education options for more than 30,000 students each year at the undergraduate, graduate and professional levels. These programs include the Professional Student Exchange, the Western Regional Graduate Program, and the Western Undergraduate Exchange. Its other functions include directing the activities of the Western Academic Leadership Forum, a consortium of masters’ and doctoral-granting institutions in the region; directing activities of the Western Alliance of Community College Academic Leaders, a consortium of community and technical colleges in the region; managing the Internet Course Exchange, a multi-institution initiative that fosters collaborative online degree and certificate programs; managing state and institutional participation in a national telecommunications and technology purchasing cooperative, a regional risk management and property insurance purchasing consortium; and other programmatic activities. The unit uses electronic and print media to disseminate information on WICHE’s programs, meetings, and publications to education policymakers, state higher education executive officers and campus administrators,
state superintendents of public instruction, state and institutional board members, and other constituents in the Western states and beyond. The unit’s staff develop grant proposals for several of the regional initiatives described above and manage the projects once they are funded; maintaining a database of WICHE constituents; planning briefings about WICHE in several states in conjunction with meetings of education and policy organizations, and with legislators, legislative staff, and executive branch staff; responding to media inquiries about WICHE and increasing WICHE’s visibility in the print and electronic media; as well as other functions.

THE POSITION
Under the supervision of the WICHE Director of the Western Alliance of Community College Academic Leaders (the Alliance), the CHEO Project Coordinator will coordinate WICHE’s responsibilities in the Consortium for Healthcare Education Online (CHEO) project. Funded for four-years by the Department of Labor, the project is led by Pueblo Community College in Colorado. Eight community colleges in five WICHE states are members of the CHEO consortium. The project begins immediately and concludes September 30, 2016.

Pueblo Community College has contracted with WICHE, the fiscal agent and managing entity of the Alliance, to 1) provide the communications infrastructure supporting the collaborative activities of consortium members in the Career Coaches Network and the NANSLO Discipline Panels for Allied Health; 2) provide professional development and coordinate collaboration of CHEO faculty members in tasks on the discipline panels to create new NANSLO science experiments supporting allied health courses; and 3) provide professional development for the Career Coaches.

Project Communications Infrastructure: The CHEO Project Coordinator will collect and maintain project contact information for the career coach and discipline panel representatives at each institution; schedule and lead audio and video virtual meetings among these groups; collect and report data on participation in these virtual meetings; and author and maintain content and coordinate the implementation of functionality on the coaches network and NANSLO websites. The coordinator will also facilitate webinars using Collaborate platform, dialog via the listservs, and collaborative curriculum development via a wiki environment in PBworks.

Professional Development for Career Coaches: The CHEO Project Coordinator will facilitate a needs analysis among consortium members to identify career coach professional development requirements. The coordinator will then design a professional development program to meet strategic partner needs. Tasks include planning the professional development webinar series (offered quarterly) and the annual face-to-face two-day workshop content for the Coaches Network in years 1-3. Bi-monthly Collaborate webinars will also be planned for and executed. Content of both annual event and bi-monthly webinar will reflect new trends and best practices in the use of technology to provide academic advising and career services online. Other tasks include scheduling the workshops; communicating with invitees in advance; supervising staff arranging for hotel and catering services; researching new trends in online advising and career services in allied health, selecting, contracting, and working with workshop leaders (experts in advising and career services) to prepare materials; coordinating follow up activities; and recording and reporting member involvement in professional development activities to the project lead as required.

Professional Development and Collaboration for Allied Healthcare Faculty: The CHEO Project Coordinator will lead the collaborative efforts of the faculty participating on the NANSLO discipline panels as they develop new curriculum for laboratory experiments in allied health courses. Each relevant program participating in the grant will name a representative to the multi-institutional panels. Tasks will include orienting faculty to the NANSLO concept, conducting demos of existing experiments, leading discussions to determine priorities for new lab experiments, providing
instruction and support as new lab curriculum is developed, coordinate discussions between faculty and the NANSLO tech team as the technical solutions are produced, and coordinate the testing and scheduling of labs at provider institutions. The coordinator will develop a program for and hold a two-day workshop in years 1-3 and conduct regular conference calls and dialogue via PBworks.

All workshops will be held in the WICHE Learning Center.

Overall requirements: Effective execution of each of the above described categories of effort requires strong project management skills with a significant level of strategic thinking, ability to engage otherwise unaffiliated faculty in high levels of productive effort in a virtual and distributed environment, knowledge of science education and career coaching, negotiating skills, budgeting skills, data collection and analysis, and report and proposal writing meeting the requirements of the Dept of Labor and other funders.

POSITION SPECIFICATIONS

Required:

1. Bachelor’s degree in a relevant field (e.g., science or science education; allied health; business, or communications) with at least five years experience managing collaborative projects.
2. Demonstrated knowledge of project management and strong writing skills.
3. Demonstrated ability to identify and contract with consultants.
4. Demonstrated ability to drive the efforts of faculty in the production of course and evaluation materials.
5. Experience or interest in collaborating with U.S. and international researchers in fields of science education and allied health.
6. Demonstrated ability to manage grant-funded projects and develop new proposals.
7. Demonstrated ability to communicate with college and university administrators; state education policymakers and their staff; higher education boards and administrators; and state, regional, and national education organizations or their equivalents in other fields.
8. Self-directed and highly organized, with good analytical skills, and the ability to efficiently handle multiple priorities and tasks.
9. Demonstrated ability to think creatively, produce accurate and timely written reports, and speak and write clearly and effectively.
10. Demonstrated ability to work independently with minimal supervision within a team structure.
11. Experience and demonstrated ability to plan and conduct meetings, workshops, teleconferences, and Web casts, including collaborating with consultants and others to develop effective programs and approaches.
12. Demonstrated knowledge of budgeting principles and practices.
13. Demonstrated ability to maintain appropriate confidentiality with materials and information.
14. Demonstrated ability to establish and maintain effective, cooperative, and cordial working relationships internally and externally.
15. Competence in the use of personal computers, local area networks, the Internet, World Wide Web, Web sites, listservs, and an email software package.
16. Willingness to acquire additional related duties and responsibilities as necessary.
Preferred:

1. Graduate degree in a relevant field.
2. Experience or familiarity with career coaching practices with college students.
3. Familiarity with interactive website functionality and the ability to manage content via collaborative platforms and public-facing web sites.
4. Knowledge of science lab exercises in college-level courses in biology, chemistry, physics and/or allied health fields.
5. Knowledge of college and university academic and administrative functions, higher education state structures, and policy issues.
6. Experience managing federally funded projects.
7. Experience using a Windows-based word processing software package (Microsoft Word), Excel Windows-based spreadsheet software packages, and experience with, or ability to learn to use wiki workspaces.

Computer Equipment and Software: Dell desktop personal computer operating on a local area network (LAN) with laser printers and direct access to the Internet (MS Outlook for e-mail). WICHE’s word processing software standard is MS Word; spreadsheet software package is MS Excel; and our primary database software package is MS Access. WICHE’s Web site location: http://www.wiche.edu

Organizational Responsibility: Reports to Director, Western Alliance of Community College Academic Leaders.

Travel: Limited travel may be required to regional meetings (approximately three trips per year).

Benefits: WICHE offers a competitive benefits package. For full-time: medical, dental, life insurance, group total disability insurance, retirement, and flexible spending accounts (sections 125 and 129), vacation leave, paid holidays, sick leave, personal business leave, short-term disability, and long-term disability. For part-time: life insurance, group total disability insurance, retirement, flexible spending accounts (sections 125 and 129), and on a pro-rated basis the following: vacation leave, paid holidays, sick leave, personal business leave, short-term disability, and long-term disability.

WICHE has a long-term commitment to diversity throughout its organizational structure, internal relationships, program activities, and relationships with external constituencies. The organization strives to hire, support and promote diverse personnel at all levels.

EQUAL OPPORTUNITY EMPLOYER

11/30/2012