

Coordinator, Corporate College
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252017>

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Posted Jan. 23, 2025, set to expire May 24, 2025

Job Title Coordinator, Corporate College
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 23, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Fiscal Services
Admissions/Student Records/Registrar

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Job Description

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The Coordinator, Corporate College is responsible for providing assistance to the Director, Business Development in all aspects of the Corporate College and associated degree and credit program activity. Responsibilities include assisting with registration of students; assisting with registration for open enrollment credit students; responding to telephone advising and inquiry calls from employers, prospects and students. The Coordinator is responsible for providing support and assistance to other Division programs and projects and for achieving enrollment and financial outcomes assigned on a fiscal year basis. The Coordinator also works with the Google Professional Certificates Program performing tasks that include working with Marketing on the promotion of the program, engaging with the Director of Noncredit Recruitment on all recruitment, admission, application processes, interacting with internal departments, external groups (Google) and students to ensure the success of the student's experience.

Qualifications

- Must be detail oriented, able to work independently, a self-starter, flexible, organized and possess excellent interpersonal, writing, editing, verbal and other related business communication skills required.
- Computer proficiency utilizing Banner, MS Word, Excel, Access, and PowerPoint required.
- Internet research skills required.
- Valid driver's license and access to a personal vehicle required; local travel required.
- Ability to work evening and weekend hours required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.
- Prior experience with student academic advising preferred.
- Prior experience working with college faculty and a sound understanding of curricula preferred.
- Web design and experience with Web page updates preferred.

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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