

**AHCC Program Coordinator  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=255342>

Downloaded On: Apr. 4, 2025 4:39am

Posted Apr. 2, 2025, set to expire Apr. 14, 2025

**Job Title** AHCC Program Coordinator  
**Department** Staff  
**Institution** Community Colleges of Spokane  
Spokane, Washington

**Date Posted** Apr. 2, 2025

**Application Deadline** 04/14/2025  
**Position Start Date** Available immediately

**Job Categories** Coordinator  
Professional Staff

**Academic Field(s)** Student Services

**Apply Online Here** <https://apptrkr.com/6118624>

**Apply By Email**

**Job Description**

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**AHCC Program Coordinator**

**Community Colleges of Spokane**

**Location: SCC Airway Heights Corrections Center**

**Department: SCC Admissions/Registration**

**Salary Range: \$3,477 - \$4,632**



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**Starting salary for this position is: \$3,477 (Monthly)**

**Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

### **About Us**

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

**Applications will be accepted until 4:00 p.m. PST on 04/14/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the AHCC Program Coordinator**

#### **JOB SUMMARY**

Reporting to the Manager of Registration at Spokane Community College (SCC), the primary purpose of this position is to ensure all direct student services are completed to meet the admissions, registration, progression, and completion needs of all students at Airway Heights Correction Center (AHCC) and to best support the Corrections Education department. This position will also receive general direction from the onsite Associate Dean of Corrections Education at AHCC in fulfilling student service needs.

The Program Coordinator is responsible for assisting Corrections Education students (Adult Basic Education (ABE) and Credit earning with all aspects of the admissions, registration, progression, and graduation processes at AHCC. Including, but not limited to academic planning for incarcerated individuals while incarcerated at AHCC, application, registration, transcript processing, Offender Management Network Information (OMNI) call outs, and graduation petitions in a completely closed

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environment where students have limited access to the internet.

This position is based out of the AHCC and requires the ability to work inside a correction setting, including being searched prior to entry and complying with bringing in limited personal belongings.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Meet with and assist students with planning and onboarding into AHCC ABE and professional-technical programs and processing onboarding steps in ctcLink. This includes:
  - Providing information and advice to students and interested program participants regarding program content and opportunities. \*
  - Assisting students to complete the paper admissions application. \*
  - Manually entering the admissions application into ctcLink and generating a Student Identification (SID) number. \*
  - Developing of an education plan. \*
  - Requesting student transcripts from high schools and colleges attended and routing them through the SCC transcript evaluation process, to ensure all applicable prior credits are recorded in ctcLink or the High School + database. \*
  - Building/approving education referrals for students from Department of Corrections (DOC)/AHCC staff/counselors. \*
- Manually manage add/drops in ctcLink for each Corrections Education student. This includes:
  - Registering them in their quarterly classes according to their education plan, course offerings within the department, and orders from DOC counselors. \*
  - Dropping them from classes as needed due to program changes, transfer to a different facility, or release. \*
  - Managing class openings in ABE and credit programs and add students from waitlists, as space allows to maintain full classes and reduce waitlists to achieve established goals of the programs. \*
  - Tracking class completion for Business Occupations students to ensure that they can enroll in upcoming quarter and graduation progress.
- Responsible for managing, documenting, and monitoring within the departmental student call out system, OMNI. This includes:
  - Documenting and monitoring all student's participation using OMNI. \*
  - Managing OMNI to ensure students can get to their assigned classes daily and ensure their scheduling matches their callout status. \*
- Collect, manage, and report out on data in, OMNI, and ctcLink including:
  - Collecting data from and OMNI and ctcLink to prepare new student offender profiles. \*
  - Managing ABE student reports in as directed by the Washington State Board for

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Community & Technical College (SBCTC) BEdA team.

- Create new student hard files for use by Corrections Education staff and faculty and maintain manual and electronic student files. \*
- Responsible for assisting each student with the petition to graduate (paper form) and routing. \*
  - Commuting from AHCC to Main Campus in Spokane to pick-up transcripts or diplomas.
  - Updating student graduation status' in OMNI and PINK database.
- Provide backup and GED test proctoring, as needed, by Corrections Education Department. \*
- Serve as the liaison between SCC, Corrections Education Department, AHCC, and DOC Counselors. \*
- Manage current student database (PINK database, OMNI, and CTC Link) and monitor it in relation to program goals and participation standards. \*
- Review college applications/registrations and intake forms for credit and non-credit classes for input into ctcLink. This includes using OMNI and the education department ACCESS database to verify student information. \*
- Collect data from OMNI to prepare new student files and class rosters for distribution to the instructors. \*
- Manage incarcerated student files for either in-house or off-site transferred students. \*
- Upload and manage incarcerated student demographic information and enrollments using ctcLink and cross reference in OMNI. \*
- Routinely add/edit/delete incarcerated students in the OMNI callout system manage education referrals in OMNI. \*
- Set call outs, present, or help facilitate with education program orientations for potential new students quarterly. \*
- Model professional decorum and mutual respect in all personal interactions.
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. \*

*\*Indicates this is an essential duty.*

### COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates

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- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Two years of experience in student service/customer service work.
- Knowledge and experience in computers and basic office programs.
- Ability to work inside a correction setting, including being searched prior to entry and complying with bringing in limited personal belongings.
- Must be able to successfully complete the 4-week DOC Correctional Worker Core training program which includes self-defense techniques within 6 months of employment. For a description of the training, [see the DOC training page](#).
- Ability to learn and distinguish between the curriculum offerings utilized in ABE, vocational courses, or obtaining an associate degree.
- Ability to cultivate and maintain student relationships.
- Ability to interpret rules, policies and procedures.
- Ability to work in a team-oriented environment.
- Professional and personal integrity and ethics regarding fairness to all applicants.
- Experience using computers; spreadsheets and database systems; and word processing software.
- Excellent organizational skills to maintain electronic and manual filing systems.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Excellent verbal & written communication skills.

### DESIRED QUALIFICATIONS

- Experience using DOC OMNI, ctcLink, and Microsoft Applications.

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- Knowledge of GED Manager and PearsonVue Testing Systems.
- Experience working inside of a corrections facility.
- Experience working at a community college.

### PHYSICAL REQUIREMENTS

- Work is performed in an office environment inside Airway Heights Corrections Center.
- Work is often sedentary.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work in an environment of frequent interruptions and distractions.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.
- Occasional exposure to fumes, dust, odors and/or biohazards which may include pepper (Oleoresin Capsicum) spray.

### CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- Ability to work in a correctional setting, which includes being searched prior to entering the facility and complying with rules regarding bringing in limited personal belongings.
- Must successfully complete the 4-week DOC Correctional Worker Core training program which includes self-defense techniques within 6 months of employment. For a description of the training, [see the DOC training page](#).
- Offer is contingent upon successfully completing a post offer, pre-employment DOC background check process.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and*

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*promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### **Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic*



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*information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/ahcc-program-coordinator-spokane-washington-united-states>**

### **Contact Information**

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

#### **Contact**

Staff

Community Colleges of Spokane

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