



**WILLISTON**  
STATE COLLEGE

## **Adult Learning Coordinator**

**Salary:** Commensurate with Experience

**Status:** Part-time 12 months Exempt

**Reports to:** Director for Adult Learning

### **Testing Center**

- Complete the steps to become the TC Supervisor
- Manage the testing center schedule
- Identify and train additional test proctors
- WSI Testing
- Proctor all different testing platforms
- Proctor all exams needed on campus and for the community
- Consult with TrainND regarding crane testing hours

### **Community Education**

- Plan and develop Community Education classes
- Monitor Community Education classes to make sure they are profitable
- Advertise on various social media sites, like Facebook for Community Education classes
- Collaborate with TrainND on joint marketing possibilities
- Hire teachers and classes for Community Education
- Use Lumens for generating reports and for registration of Community Education classes
- Complete payment forms for classes

### **ALC**

- Answer phones & greet customers
- Schedule appointments and testing
- Organize student files
- Participate in professional community and professional development
- Follow-up and survey exiting students
- Register new students
- Assist in administering TABE, BEST Plus, and GED final tests

## **Qualifications**

- Bachelor's Degree and work experience in a related field
- Demonstrate strong skills and a commitment to success when communicating with students, colleagues, staff and administrators as an individual or on a team.
- Represent WSC effectively and productively, within the community and at regional and state levels.
- Understanding of budget processes and the ability to manage a revenue-based budget based on income from multiple sources.
- Excellent oral and written communication skills and the ability to present data clearly.
- A professional and personal commitment to the growth and enhancement of the WSC college mission and the programs it supports.
- Frequent travel within the college's service area.
- Knowledge and understanding of WSC, North Dakota, and Federal guidelines, rules, and regulations applicable to secondary and post-secondary education.

### **DISCLAIMER CLAUSE:**

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.