OTERO
HSI HISPANIC SERVING INSTITUTION

EAB NAVIGATE COORDINATOR
PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:

This position provides project management and informs the direction of the College regarding the utilization of EAB Navigate software. The EAB Navigate Coordinator will work collaboratively with faculty, department/program chairs, directors, deans, and external partners to ensure that college processes, communications, and operational workflows are clear, consistent, and timely. This position will work collaboratively with Academic Affairs, Student Affairs, and administrative staff to establish an environment supportive of student success initiatives and the college strategic plan.

Leadership and Strategic Planning:
- Establish the direction, goals, implementation strategy, and procedures relating to the EAB Navigate Student Success product and related functions.
- Lead the implementation and related updates of EAB Navigate student success technology. Serve as the subject matter expert supporting the EAB tool, Navigate, and assist in implementing and testing new updates.
- Direct the efforts of and report on accountability of departmental staff with college leadership regarding compliance with the security and usage of Navigate.
- Advise senior administrators in implementing programs, new initiatives, and special projects.
- Develop and maintain partnerships throughout the college and Colorado Community College System including serving as the Otero representative on the CCCS Navigate Functional Group.
- Oversee communications, promotions, and ongoing training related to Navigate and other strategic projects.
- Work collaboratively with Academic Advising and Academic Affairs & implement academic plans, success indicators, early alerts, and associated analytical tools.
- Serve as the liaison to EAB. Stay up to date on all new functionality of the tools and interpret data as needed, working collaboratively with EAB consultant while advocating Works with RRCC, EAB, and external stakeholders to answer end-user questions and adjudicate any technical or data issues.

Training and Systems Development:
- Develop and provide ongoing training to Otero end-users regarding the EAB Navigate student success platform.
- Onboard new users.
- Update current users on new features.
- Update user access and student assignments, and perform security audits as needed (i.e., removing former employees, changing user roles and responsibilities, etc.).
- Prepare and update useful documentation and manuals for the use of Navigate.
- Serve as Otero's Navigate helpdesk to triage end-user support issues and requests.
- Determine if issues/questions are related to an internal Otero issue or a broader success tool issue that needs to be communicated to EAB and/or CCCS.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree.
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color.

PREFERRED QUALIFICATIONS:

- Experience using student information systems such as Banner and/or EAB Navigate
- Three years of experience working in higher education.
- Knowledge of project management best practices.
- Teaching or training experience.
- Customer service background/experience
- Ability to understand and follow a variety of rules and regulations.
- Strong computer skills
- Strong organizational skills
- Strong communication and interpersonal skills
- Ability to multi-task and follow through.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

PART-TIME POSITION: Up to 28 hours per week
START DATE: ASAP
COMPENSATION: $18.00 Hour

APPLICATION INSTRUCTIONS:
For consideration, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts

Please submit the application file to:
Kelsey Barbee
Director of Human Resources
Otero College
via email at kelsey.barbee@otero.edu
719 384-6824

Application Deadline: Open Until Filled – 1st review of applications begins April 30, 2024

Applicants must submit to and pass a background check before an offer of employment can be extended.

Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.

***Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. ***