



VACANCY ANNOUNCEMENT

Position Title: Coordinator of Testing and Dual Advisor

Position #: 400230

Position Status: Full-Time

FLSA Status: Non-Exempt

Reports To: Vice President of Student Affairs

DUTIES AND RESPONSIBILITIES:

The Coordinator of Testing and Dual Enrollment at Otero College ensures the integrity and smooth operation of the Testing Center by managing diverse testing services and upholding National College Testing Association (NCTA) standards. This role involves coordinating with high school counselors to meet testing needs, maintaining secure documentation, and managing the placement process through transcript evaluation and self-guided assessments. Additionally, the coordinator assigns advisors to students, provides training to staff on placement and enrollment processes, and serves on the Prior Learning Assessment committee to support credit for prior learning. The coordinator also guides high school students on concurrent enrollment opportunities, promoting college readiness and fostering relationships with local schools. Reporting to the Vice President of Student Affairs, this position is crucial for supporting Otero College's commitment to accessible, reliable testing and advising services.

1. Maintain and enforce the National College Testing Association (NCTA) Professional Standards and Guidelines for Post-Secondary Test Centers along with maintaining membership in Consortium of College Testing Centers.
2. Manage the Otero Testing Center to ensure the integrity of all testing, including Accuplacer, Pearson Vue, Kryterion, Prometric, CLEP and Workkeys.
3. Works with high school counselors of local school districts or other agencies to determine testing requirements-and coordinate administration of that test.
4. Maintain required documentation and testing reports, ensures the security of all testing equipment and materials, and reports results to testing candidates, faculty or others determined to have a need to know.
5. Process High School Transcripts and/or utilize multiple measures to properly determine placement into courses. Administers self-guided placement assessments to students if necessary.
6. Provide a range of administrative tasks designed to ensure the smooth operation of the Testing Center and dual advising processes.
7. Assign newly admitted students to advisors according to student major or preferred field of study.
8. Design/deliver training and on-going updates (e.g., seminars, workshops, etc.) to advisors, faculties, and staff related to the placement and enrollment process.

9. Serve on the Prior Learning Assessment committee and work closely with the Registrar, campus advisors, instructors, and administrators to implement credit for prior learning processes in accordance with System guidelines and process any Credit for Prior Learning requests.
10. Provide guidance to high school students on concurrent enrollment opportunities and requirements at Otero College.
 - a. Assist in selecting courses that align with students' academic goals and explain how credits transfer to college.
 - b. Establish relationships with high school counselors and administrators to promote higher education and ensure smooth transitions for students.
 - c. Advocate for college readiness through events, workshops, and community outreach programs.
 - d. Serve as the concurrent students' advocate in their Otero College classes, promoting an inclusive and accessible experience while they are dually enrolled.
11. Perform other duties as assigned by the Vice President of Student Affairs.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree
- 2 years of related office and administrative experience

PREFERRED QUALIFICATIONS:

- Experience working in an educational setting
- Demonstrated sensitivity to working with low-income, first-generation students and students with disabilities who are academically under-prepared.
- Educational philosophy in alignment with a small rural community college.

SALARY:

\$39,000 - \$41,000 annually with an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick and annual leave

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – 1st review of applications will be December 4, 2024

POSITION START DATE:

January 2025

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

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

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO) with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men’s and women’s varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college’s website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.