

Program Coordinator II - EMS/Fire Science

Posting Details

Min Salary	The salary minimum for this position is \$45,461.00 annually (paid on an hourly basis) plus a generous benefits package. Compensation is based on qualifications, experience and internal equity.
Working Title	Program Coordinator II - EMS/Fire Science
Campus Location	Windsor
FLSA	Non-Exempt
Position Type	Staff Full-time
Posting Number	201500899P
Job Summary	<p>Aims Community College at a Glance: Aims Community College, locally governed, locally funded, is a debt-free and progressive community college with centralized administrative services located on the Greeley Campus, which supports three additional locations. Situated on the front range of the Colorado Rockies, serving over 8000 learners annually, Aims Community College prepares students for success in more than 200 degree and certificate programs. Our wonderful staff, faculty, and administration work as a team to ensure excellent service. This commitment was recognized by The Denver Post and Monster Jobs as the "Best Place to Work" in 2018 and 2019! Our student body reflects the growing diversity of our community: 55% of our students identify as white, 36% as Hispanic, 2% as Asian, 2% as African-American, and 2% as multiracial. Aims Community College is committed to serving all of our students, including populations that are traditionally underserved in higher education, and we welcome applicants who share a commitment to inclusive excellence.</p> <p>Purpose: Build a Stronger Community Vision: First Choice – The Recognized Leader in Learning and Student Success Mission: Provide knowledge and skills to advance quality of life, economic vitality, and overall success of the diverse communities we serve.</p> <p>2018-2023 Strategic Directions: Empower Students to Succeed Enhance Operational Performance Enrich Northern Colorado Economic Development</p> <p>Job Summary: The Program Coordinator II supports the EMS and Fire Science Departments with instructional support, equipment maintenance, and the daily operations of the Windsor Fire Training facility. Duties and Responsibilities: 1. Maintain Equipment, Order supplies and monitor inventory of EMS and Fire equipment and supplies. Track all assets both capital and non-capital and record any recurring maintenance or safety inspections. 2. Operate and maintain burn props. Utilize the operating guides and instructions to perform periodic maintenance and cleaning. Monitor propane levels and order when needed. Replace parts that are deemed expendable or when they become wore down or broken. 3. Recruiting functions, assist with marketing, campus tours and demonstrations. Provide inputs to the program director for advertising materials. Attend high school college recruitment functions. Lead when tasked with on campus tours and activities such as the Aims Xplore academy and career academy. 4. Attend internal and external stakeholder meetings, assist with the organization of seminars, non-credit classes and functions such as the Xplore academy, schedule state tests and external stakeholders requesting to use the burn building. Other duties as assigned.</p>
Functional Attributes of Job Duty	
Minimum Qualifications	Bachelor's degree in related area or equivalent combination of education and experience with a minimum 3 years experience in the fire service or EMS, and a valid Colorado driver's license.
Preferred Qualifications	Firefighter I and II certifications State proctor certification Small equipment repair experience

Work Hours	8:00am to 5:00pm Monday-Friday, with some weekends and evenings as required
Posting Date	06/08/2020
Closing Date	06/22/2020
Open Until Filled	No
Special Instructions to Applicants	<p>APPLICATION INSTRUCTIONS AND INFORMATION</p> <ul style="list-style-type: none"> • The Application is the only document that will be utilized to determine if minimum qualifications, as outlined in the job posting, have been met. The Application is considered to be the legal document on file; resumes will not be reviewed for minimum qualification requirements. • Clearly document job duties performed that relate to responsibilities, qualifications, and essential job duties in the "Work Experience" section on the application. We must be able to evaluate your experience based on this information. • Clearly outline dates of employment and hours worked per week or credit hours worked per term for each employment experience listed in the Work Experience section of the Application so that we can calculate full-time experience. <p>INCOMPLETE APPLICATIONS</p> <ul style="list-style-type: none"> • If an Application is considered "Incomplete", the application will be removed from consideration for the position. • An Application is incomplete if no current/ previous employment is included in the Work Experience section of the Application. • An Application is incomplete if "see resume" (or something similar) is noted, or previous employment does not contain job duties for every position in the Work Experience section of the Application. <p>RESUMES</p> <ul style="list-style-type: none"> • When a resume is listed as a required document, it may be used in the comparative analysis/ evaluation process to determine the candidates that most closely meet the qualifications of the position. This process occurs after an application has passed the minimum qualifications screening. **Please see the "Required Documents" section of the posting. • Resumes will not be accepted in place of a complete application; however, resumes may still be required as a component of complete application materials.
Employment Specifications	Valid Driver's License
Equal Opportunity Employer	<p>Notice: Aims Community College is an equal opportunity employer. Selection will be based solely on merit and will be without discrimination based on age, sex, sexual orientation, race, religion, national origin, marital status or disability. The goal of Aims is to enhance the diversity present in the district we serve. To comply with Immigration Reform and Control Act of 1986, if hired you will be required to provide documents within 3 days of hire date to show your identity and your authorization to work. This law applies to all persons hired.</p>
Employment Requirements	<p>Screening/Selection: All applicants may apply on line at jobs.aims.edu. If you need assistance with this process please contact Human Resources.</p> <p>Initial screening will be conducted by a committee based on completed application materials. Please be prepared to submit the following if required:</p> <ul style="list-style-type: none"> • Cover Letter addressing qualifications relative to position requirements, • Resume, • Diversity Statement (your personal statement on diversity), • Teaching Philosophy (for faculty positions only) and, • Transcripts (if applicable). Official transcripts will be required if hired. <p>o Faculty: Applicants must submit academic transcripts from an accredited institution. Applicants who have degrees from outside of the United States must request a credential evaluation of their transcript. National Association of Credential Evaluation Services (www.naces.org) or Association of International Credential Evaluators (www.aice-eval.org) lists members who may be contacted for assistance in evaluating foreign credentials.</p> <p>All application materials become the property of Aims Community College. All application materials must be submitted by the closing date posted. The screening committee will select finalists for interviews.</p>
Quicklink for Posting	http://jobs.aims.edu/postings/5441

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * For recruitment statistics, please list where you found this job posting.

- Aims Website
- Internal Posting
- Personal Referral
- HigherEdjobs - Diversity and Inclusion
- HigherEdjobs.com
- InsideHigherEd.com
- LinkedIn
- Dice.com
- Indeed.com
- Latpro.com
- Facebook
- DiversityWorking.com
- Denver Post
- Greeley Tribune
- Local Newspaper Ad
- ACCT Executive Search
- Weld County Employment Service
- Other Source

2. * What is the highest level of education attained?

- GED
- High School Diploma
- Associates Degree
- Bachelors Degree
- Masters Degree
- Ed.D.
- PHD
- Professional Degree

3. * The application instructions and information section on the application states that you must clearly document job duties performed that relate to minimum qualifications, etc. in the "Work Experience" section on the application. Please acknowledge that you have read and understand what is expected and that the initial review of applications will focus only on what is listed in the Work Experience section and not other required documents such as your resume.

- Yes, I meet the minimum qualifications and have documented this in the Work Experience section.
- No, I do not meet all of the minimum qualifications however I have documented my experience in the Work Experience section.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Diversity Statement

Optional Documents

1. Copy of Transcripts
2. Other Document
3. Certifications