



GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

East Broad Campus

Created on: 2/11/2025
Revised on: 3/5/2025

Job Title	Salary Schedule	Grade	Job No.
Health Sciences Apprenticeship Case Manager I	E3	04	SS8776
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Health Sciences	Non Exempt	Yes	No

JOB SUMMARY: Responsible for assisting students with their apprenticeship programs and coordination with community partners.

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education (64 semester hours) with a minimum of 15 semester hours in business, health sciences, or a related area from an approved U.S. Department of Education accredited institution **required**
- ◆ Associates degree *preferred*
- ◆ A minimum of two (2) years of full-time related work experience in health science or an office setting **required**

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills
- ◆ Knowledge of advanced word processing, including merge functions, database, and spreadsheet (*Computer Level II Exam*)
- ◆ Working knowledge of office procedures, general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level II Exam*)
- ◆ Ability to keyboard at a minimum of 40 correct (net) words per minute for 3 minutes
- ◆ Ability to make minor decisions in accordance with regulations and apply them to work problems
- ◆ Ability to work with minimum supervision
- ◆ Ability to learn assigned tasks readily and to adhere to prescribed routines
- ◆ Ability to establish and maintain effective working relationships with industry partners, other employees, and the public
- ◆ Ability to maintain confidentiality of office information

DUTIES:

- ◆ Support the Health Sciences Dean and program directors with high school visits and attend college/career fairs to promote apprenticeship programs. Recruit program participants
- ◆ Support the Health Sciences Dean and program directors with industry apprenticeship sponsors and, if applicable, the program advisory committees, ensuring effective communication and strong,

productive relationships. Recruit new employers as apprenticeship sponsors

- ◆ Create and maintain comprehensive project documentation for both internal review and external audits
- ◆ Cooperate with and assist the Health Sciences Dean and program directors in preparing and submitting required periodic progress reports to the grantor
- ◆ Provide participant tracking and case management for apprentices throughout the apprenticeship program, from recruitment through job placement in RAPIDS, Workhands, or other databases to manage apprenticeships to include but not be limited to:
 - Maintain records for all participants
 - Enter apprentice intake forms on all participants
 - Administer exit surveys upon student completion
 - Collect and maintain program statistics and data
 - Enter case management and update as needed in RAPIDS and other databases
 - Enter exit and completion dates as they occur
 - Upload and enter certifications
 - Enter On-the-Job Training and Related Technical Instruction
- ◆ Assist the Health Sciences Dean and program directors in the preparation of materials used in apprenticeship instructional programs. This includes but is not limited to the apprentice program application, student intake forms, industry support letters, and curriculum, including certifications
- ◆ Assist the Health Sciences Dean and program directors with wrap-around student supports; provide referrals for students to sources of academic and personal support (both on-campus and external resource providers)
- ◆ Represent the College at meetings of various groups and organizations dealing with assigned areas of responsibility
- ◆ Serve on College committees and task forces as needed
- ◆ Collaborate with personnel and employers to develop strategies to assist them to persist to graduation
- ◆ Conduct meetings with students one-on-one and as a group and serve as a liaison between the health science programs and clinical education settings
- ◆ Travel to clinical education settings, meet with employees and higher-level management, and ensure students are meeting apprenticeship requirements and guidelines
- ◆ Comply with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching. Some travel to external sites may be required

- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for coordinating with students, faculty, and industry partners

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with occasional visits to apprenticeship sites and industry partners
- ◆ **Travel:** Frequent travel to clinical education settings, apprenticeship sites, high schools, and career fairs is required
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate student needs, employer meetings, and program events
- ◆ **Interaction:** Regular collaboration with students, faculty, industry partners, external resource providers, and administrative staff

Reviewed by:

Employee Signature

Date