

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Pathway Design Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Workforce and Continuing Education	REPORTS TO:	Director of Workforce and CE
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CONTRACT TERM:	This is a full-time, grant-funded position ending August 31, 2027		
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Position summary: Panola College seeks a dynamic and organized professional to serve as the Pathway Design Coordinator for this grant-funded project. This position is responsible for coordinating strategic planning, managing stakeholder engagement, facilitating policy development, and ensuring the timely completion of all grant milestones and deliverables.

Position responsibilities:

- Lead all planning and coordination activities associated with the development of the Allied Health Workforce Pathway.
- Collaborate with the Texas Success Center to align project activities with Talent Strong Texas Pathways principles, workforce pathway best practices, and grant deliverables.
- Develop and maintain a comprehensive implementation work plan, including timelines, responsibilities, milestones, and progress reporting.
- Coordinate cross-functional planning activities involving workforce education, academics, student services, institutional effectiveness, financial aid, registrar, advising, and instructional technology.
- Coordinate meetings with healthcare employers, clinical partners, faculty, subject matter experts, and regional Independent School Districts to validate pathway design, workforce competencies, and experiential learning opportunities.
- Lead planning activities supporting noncredit-to-credit alignment, credit articulation, and CEU-to-SCH conversion recommendations for existing healthcare workforce programs.
- Coordinate development of stackable credential maps that identify multiple entry and exit points leading to a future Associate of Applied Science in Surgical Technology.
- Facilitate institutional planning related to workforce Pell readiness, including evaluation of short-term credential requirements, workforce student outcomes tracking, employment outcomes, and reporting processes.
- Research requirements and needs related to faculty recruitment, facilities, equipment, simulation resources, and technology needs associated with future Surgical Technology implementation.
- Facilitate review of curriculum alignment, instructional best practices, and Open Educational Resource (OER) opportunities in collaboration with the Curriculum Designer and subject matter experts.
- Assist with development of grant reports, documentation, and required deliverables.
- Perform all other duties as assigned.

Minimum Position Requirements

- Bachelor's degree required; master's degree preferred in higher education, education, healthcare administration, workforce education, instructional leadership, or a related field.
- Minimum three years of experience in higher education, workforce education, academic program coordination, institutional planning, or grant management.
- Strong organizational and communication skills with the ability to lead cross-functional teams and facilitate diverse stakeholder engagement.
- Familiarity with Texas community college systems, continuing education programs, and adult learner needs.
- Demonstrated experience managing grants, timelines, or program development preferred.

Knowledge, Skills, and Abilities Required

- Knowledge of guided pathways, workforce education, stackable credentials, and noncredit-to-credit alignment.
- Understanding of workforce Pell initiatives, workforce outcomes tracking, and credential pathway design preferred.
- Strong leadership, organizational, facilitation, and project management skills.
- Excellent written and verbal communication skills.

- Ability to build collaborative relationships with faculty, administrators, employers, healthcare partners, and external organizations.

Physical Demands and Work Environments:

- Work is normally performed in a typical interior/office environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.

Additional Information

This is a grant-funded position supported through August 2027. Continued employment is contingent upon the availability of grant funding.