



Position Title:	Program Coordinator	Job Code:	0710
Reports To:	Program Administrative Assistant	Job Group:	PENC
Department:	REVEST	Salary Grade:	13
Prepared By/Date:	Carol Flynn/01-30-2006	FLSA Status:	Exempt
Approved By/Date:	Eduardo Chavez		
Revised:	Jennifer C. Brito/07-23-2009		

Summary:

The Program Coordinator has primary responsibility for providing eligible REVEST Program participants with short-term vocational training in occupations with a high demand: Post-Secondary Adult Vocational (PSAV) Certificate Programs, Continuing Workforce Education (CWE), CTEC, Vocational, etc.

Essential Duties and Responsibilities:

- Supervises vocational advisors and addresses student grievances in Director's and Manager's absence
- Organizes and conducts registration for PSAV programs
- Serves as liaison between Program and College PSAV/CWE program administrators to identify and develop short-term training programs that are responsive to the needs of participants and the job requirements of high-demand occupations
- Works with intake/Assessment staff and College Testing Department to develop schedules for administration of required testing for PSAV/CWE-bound students
- Monitors PSAV/CWE progress by maintaining excellent communication with participants and faculty through maintenance of tracking system
- Maintains data on PSAV/CWE program participants, including grade reports
- Assists in preparation of all reporting requirements and reports
- Coordinates all activities with external Service provider Agencies
- Undertakes all planning of orientation activities
- Coordinates with other college departments to assure assimilations into Miami Dade College Programs at large
- Establishes processes for recruitment and enrollment of a stipulated number of program participants
- Ensures compliance with participants' eligibility and admission requirements
- Monitors data input process to assure timely and accurate data collection and entry
- Assists in preparing quarterly reports and responses to yearly Monitoring Visits from the Department of Children and Families
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Possess computer skills with proficiency or related field from a regionally accredited institution and four (4) years of related experience
- Possess excellent communication skills (verbal and written)
- Possess excellent interpersonal skills
- Ability to work in multi-ethnic/multi-cultural environment
- Must be able to work a flexible schedule including evenings and weekends
- Bilingual (English/Spanish and /or Haitian Creole) preferred

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree in appropriate or related field from a regionally accredited institution and four (4) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name