



<b>Position Title:</b>	Program Coordinator	<b>Job Code:</b>	0711
<b>Reports To:</b>	Department Chair	<b>Job Group:</b>	PENC
<b>Department:</b>	Community Education	<b>Salary Grade:</b>	14
<b>Prepared By/Date:</b>	Jennifer C. Brito/08-2007	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Geoff Gathercole/08-2007		
<b>Revised:</b>	Jennifer C. Brito/05-08-2009		

### **Summary:**

Coordinates the daily operations and logistics for Community Education programs and supervise departmental initiatives that contribute to providing accurate program information to the community.

### **Essential Duties and Responsibilities:**

- Assists with student registration and advisement.
- Handles student questions, concerns and requests
- Informs students on schedule, room, or instructor changes.
- Resolves student/instructor conflicts
- Ensures accuracy of class information in Odyssey and website.
- Prepares and maintains the Master Schedule every semester and have approved.
- Trains staff on the new tabloid listing course offerings for each semester to ensure accurate information is provided to the community.
- Prepares and distributes certificates for completed courses to students.
- Develops course-offering programs relevant to community needs.
- Develops program/course descriptions that accurately reflect content, goals and objectives of the course for Tabloid and website.
- Develops Marketing plan to increase awareness of programs whereby increasing student enrollment.
- Plans and conducts marketing campaigns.
- Coordinates class changes and cancellations and requests for room changes
- Obtains classrooms and maintains room charts.
- Orders and distributes textbooks and instructional materials.
- Assists instructor with ordering of supplies, duplicating, audio-visual equipment and routine communication that may also include concerns and requests.
- Orients new instructors to MDC Community Education and MDC policy and procedures.
- Ensures fee payment by students
- Prints and distributes roster and attendance forms.
- Monitors instructor performance and review student evaluations and maintains information in a database.
- Communicates course offerings, completions, and passing of exams (if appropriate).
- Performs related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of college organization, goals, and objectives, policies and procedures.
- Knowledge of the principles of office management and practices.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of

individuals and constituencies in a diverse community.

- Skill in the use of personal computers and related software applications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, assign and supervise work of subordinates.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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 an appropriate field from four-year college or university and four (4) years of related experience or Master's degree in an appropriate field.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name