



Position Title: Part-Time Assistant Coordinator, Continuing Education
Reports To: Program Manager
Department: Continuing Education and Professional Dev. **Job Code:** 8104
Prepared By/Date: Jennifer Brito/05-28-2010 **Job Group:** H1-NIE
Approved By/Date: Geoffrey Gathercole/01-17-2012 **Salary Grade:** HI
Revised: Donna French/01-05-2012 **FLSA Status:** Exempt

Summary:

The Part-Time Assistant Coordinator provides general support to the Continuing Education and Professional Development Program.

Essential Duties and Responsibilities:

- Assists with the development of the class schedule
- Ensures the accuracy of course information in Odyssey
- Researches and resolves student complaints
- Resolves instructor paperwork and payroll problems
- Monitors the administration of course and instructor evaluations
- Oversees workflow of Part-time Program Assistants
- Interviews and trains new part-timers, including student assistants
- Meets with Campus and Continuing Education Departments to create mechanisms and systems to improve document flow
- Oversees point assignments for instructional payroll; monitoring instructor point caps
- Monitors training contracts, rentals and leases
- Acts in place of the Program Manager or Coordinator in his/her absence
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working computer knowledge and literacy in Microsoft Office and database applications
- Possess highly organized and detail-oriented skills
- Knowledge or ability to quickly learn College systems and procedures
- Thorough knowledge of College and Continuing Education programs and procedures
- Ability to assess and resolve problems with students and instructors
- Ability to promote team relationships within the department utilizing supervisory skills
- Ability to monitor long-term projects such as leases and contracts
- Ability to project a positive image of the College and its programs
- Possess excellent interpersonal and communication skills
- Ability to work well 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 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.

The employee must occasionally lift and/or move up to 10 pounds.

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 from a regionally accredited institution and two (2) years of related experience with a proven track record in working as part of a team; or Associate's degree from a regionally accredited institution - or - (equivalent credits) 60 credits from a regionally accredited institution and four (4) years of related experience with a proven track record in working as part of a team

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name