



<b>Position Title:</b>	Part-Time Professional/Coordinator		
<b>Reports To:</b>	Director or Manager		
<b>Department:</b>	College-wide	<b>Job Code:</b>	8104
<b>Prepared By/Date:</b>	Jennifer Brito/05-28-2010	<b>Job Group:</b>	H1-NIE
<b>Approved By/Date:</b>	College-wide	<b>Salary Grade:</b>	HI
<b>Revised:</b>	Donna French/10-04-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position will collaborate with a department in planning, developing, and implementing a program or process that will serve staff, students, faculty, and the community.

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

- Collaborates in developing documents or materials for a program
- Coordinates and assists in development of activities or events for students, faculty or the community
- Facilitates services to support a program
- Researches and resolves issues with staff, students, faculty or the community
- Develops and implements systems for program that serve students/faculty or the community
- Serves as liaison between departments, campuses, and community based businesses
- Coordinates services for staff, students, or faculty
- Provides general information and responds to telephone inquiries from staff, students, or faculty
- Performs specialized tasks that assist a department in providing services to students, staff or faculty
- Performs other duties as assigned

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

- Possess excellent oral and written communication skills
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- 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 an accredited institution and three (3) years of related experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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