



Position Title: Part-Time Program Coordinator-School of Business
Reports To: School Director
Department: School of Business
Prepared By/Date: Elaine Spence/02/23/2011
Approved By/Date: Ivan Figueroa/03/10/2011
Revised:

Job Code: 8104
Job Group: HRLY-NIE
Salary Grade: HI
FLSA Status: Exempt

Summary:

This position is responsible for outreach, recruitment, orientation, intake, assessment, transcript evaluation, and advisement activities leading to enrollment of individuals who apply to the Bachelor of Applied Science in Supervision and Management (BAS).

Essential Duties and Responsibilities:

- Assists clients/participants with career and school selection process, and in developing an educational plan
- Conducts case management activities, including maintaining an individual student database.
- Assists students to define and clarify their educational goals, recommends courses and programs of study for new, continuing and transferring students
- Reviews and approves student's Program Review Audits for the purpose of financial aid
- Reviews PAS student transcripts from other institutions in order to submit course substitutions and for graduation purposes
- Maintains and protects the privacy of the program participants and their files, electronic or paper, in compliance with the U.S Department of Education requirements
- Assists students in overcoming barriers to the school of Business programs, the admission application process (paper and online) and follows up for retention purposes
- Participates in School of Business meetings
- Provides reports as requested by the School Director, Academic Dean and District Academic office
- Works with department chairs at various campuses regarding student enrollment in the BAS program
- Represents the School of Business at College and Miami Dade Community fairs to recruit students for the BAS programs
- Provides general information and answers calls regarding BAS programs and course offerings
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office Suite
- Possess excellent communication skills (written and verbal)
- Possess strong interpersonal and organizational skills
- Ability to work independently with minimal supervision
- Ability to work well with faculty and students
- Ability to work a flexible schedule that may include evening and weekend assignments
- Must be able to travel to other College campuses, other educational institutions and outreach centers

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 moderate.

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 from an accredited institution and three (3) years related work experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name