



**Position Title:** Part-Time School of Justice Department Coordinator

**Job Code:** 8104

**Reports To:** School Director

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

Provides support and assistance to the Director for the School of Justice.

**Duties & Responsibilities:**

- Supervises and coordinates the work assignments of the other part-time staff associates in the Director's office to ensure continuity and consistency in the timely completion of projects and of the work product
- Implements FDLE rules and regulations and develops policies and designs strategies to ensure compliance
- Coordinates and prepares the development of School of Justice monthly and annual reports
- Assists in the process of scheduling full and part-time staff
- Coordinates PSAV to AS credit conversion process
- Compiles data, conducts studies, drafts reports, evaluates services for response to local, state, and federal and requirements
- Facilitates and oversees program review process
- Attends meetings on behalf of the School Director (not on routine basis)
- Coordinates and schedules meetings with School personnel and external constituents
- Oversees preparation of CASSC forms and assists with the CASSC program approval process
- Oversees preparation of RPAs, RPA packages and correspondence
- Oversees progress of various School projects and provides updates to Director
- Interacts with College personnel and external constituents
- Drafts program brochures and handbooks for student recruitment and advisement
- Provides program information for students
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in appropriate discipline from a regionally accredited institution and three (3) years of related administrative experience
- Ability to maintain confidentiality and interact effectively with college employees at all levels
- Ability to problem solve, set priorities, meet deadlines, organize multiple tasks, write memos, letters and reports, and use computer applications
- Must possess appropriate administrative and organizational skills
- Must possess excellent communication skills (oral and written)
- Must demonstrate professional demeanor at all times
- Knowledge of spreadsheets and word processing software

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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Printed Name