



**Position Title:** Part-Time Satellite Center Liaison

**Job Code:** 8300-00E

**Reports To:** Campus Services Supervisor

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Satellite Center Liaison serves as the main onsite contact for Hialeah Campus satellite centers.

**Duties & Responsibilities:**

- Supervises and provides reports on satellite center operations
- Serves as onsite program facilitator
- Assists in resolving issues with classroom assignments, classroom access and general operations
- Works closely with Public Safety, Media Services, Academic Support and Student Services to ensure quality service
- Distributes information to students and faculty
- Performs other duties as assigned

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

- High School Diploma or General Equivalency Diploma (GED )
- Possess good communication skills ( Written and Verbal )
- Ability to work in a multi-ethnic/multi-cultural environment

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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