



Position Title:	Part-Time Administrative Coordinator		
Reports To:	Chairperson, Director		
Department:	College-wide	Job Code:	8349
Prepared By/Date:	Donna French/11-22-2011	Job Group:	Class-R
Approved By/Date:	College-wide	Salary Grade:	CT
Revised:	Donna French/11-30-2011	FLSA Status:	Non-Exempt

Summary:

This position is responsible for a broad range of duties associated with the proper functioning of the department.

Essential Duties and Responsibilities:

- Prepares hiring packets and documentation
- Assists with the recruitment and location of new adjunct hires
- Collaborates with department heads on adjunct faculty assignments
- Assigns adjunct points and collaborates with the ASTRA coordinator regarding ASTRA matters
- Intakes and resolves student complaints and determines appropriate escalation procedures
- Locates substitute teachers for faculty, monitors and prepares substitution payroll information
- Responds to telephone inquiries from students, faculty and staff
- Creates forms for full-time faculty assignments
- Creates and maintains databases as needed
- Coordinates departmental travel arrangements, events, and/or meetings
- Maintains adequate inventory of promotional materials and office supplies
- Prepares statistical data including employer and student surveys generated by the department
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to become knowledgeable of college procedures, ASTRA and Odyssey
- Ability to become knowledgeable MDC hiring practices and day-to-day operations of an academic department
- Possess excellent oral and written communication skills
- Possess good interpersonal skills
- Proficiency in computer literate skills and working knowledge of Microsoft Office applications
- Ability to be self-motivated and work independently or with minimal supervision
- Possess excellent organizational decision-making skills
- Ability to adapt to a high volume office environment
- Proficiency in meeting multiple deadlines
- Ability to work a flexible schedule that may include evening and weekend assignments
- Must be able to work effectively 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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk. Light lifting of boxes, carrying bags to events and walking to different departments.

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.

- Associate’s degree from an accredited institution and two (2) years of related work experience; or One year (30 credits) of college coursework from a regionally accredited institution and three (3) years of related office experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name