



Position Title: Part-Time Administrative Coordinator of Academic Programs
Reports To: Department Chairperson
Department: Academic Programs
Prepared By/Date: Elaine Spence/01-03-2011
Approved By/Date: College-wide
Revised: Donna French/11-01-2011

Job Code: 8349
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

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

Essential Duties and Responsibilities:

- Prepares hiring packets and documentation
- Assists with the recruitment and location of new adjunct hires
- Collaborates with the department chair 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 substitution teachers, monitors and prepares substitution payroll information for Assistant Chair
- Creates forms for full-time faculty assignments
- Works with full-time faculty regarding in-load/overload designations
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college procedures, ASTRA and Odyssey
- Knowledge of MDC hiring practices and day-to-day operations of an academic department
- Proficiency with mainframe and Microsoft Office Systems
- Possess excellent oral and written communication skills
- Possess excellent customer service skills
- 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.

- One year (30 credits) of college coursework from a regionally accredited institution and three (3) years of related work experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name