



Position Title:	Part-Time Paraprofessional Coordinator		
Reports To:	Director or Manager		
Department:	College-wide	Job Code:	8349
Prepared By/Date:	Jennifer Brito/06-15-2010	Job Group:	Class-R
Approved By/Date:	College-wide	Salary Grade:	CT
Revised:	Donna French/11-29-2011	FLSA Status:	Non-Exempt

Summary:

The Part-Time Paraprofessional Coordinator will monitor, prepare, and coordinate processes for a department while assisting students, staff, and/or faculty in daily activities.

Essential Duties and Responsibilities:

- Organizes and maintains/prepares schedules, documents, calendars, and/or equipment or supplies
- Supervises student assistants
- Provides administrative support to staff or faculty
- Monitors metrics for a department
- Participates in departmental activities or events that serve students/faculty or the community
- Coordinates services for staff, students, or faculty
- Responds to telephone inquiries from staff, students or faculty
- Coordinates and schedules meetings
- Performs specialized tasks that aide a department in providing services to students, staff, or faculty
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent oral and written communication skills
- Possess good interpersonal skills
- Possess excellent organizational decision-making skills
- Proficiency in Microsoft software applications
- Ability to work independently with limited supervision
- 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.

- Associate's degree from an accredited institution and two (2) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name