



Position Title: Part-Time School of Justice Administrative Coordinator

Job Code: 8349

Grade: CT

Reports To: School Director

FLSA: Non-Exempt

Job Description:

The Part-Time School of Justice Administrative Coordinator provides support and assistance to the Director for the School of Justice.

Duties & Responsibilities:

- Assists in the process of scheduling full and part-time staff
- Prepares RPAs and RPA packages
- Coordinates PSAV to AS credit conversion process
- Prepares CASSC forms and assists with the CASSC program approval process
- Conducts studies, drafts reports, evaluates services
- 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
- Prepares correspondence
- Tracks progress of various School projects and provides updates on same
- 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:

- Associate degree in appropriate discipline from a regionally accredited institution and two (2) years of related 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.

Signature

Date

Printed Name