



Position Title: Part-Time Workshop Coordinator

Job Code: 8349

Reports To: Department Chair

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Workshop Coordinator will be responsible for coordinating Department activities that maintain the existing program infrastructure and process.

Duties & Responsibilities:

- Assists with coordination and promotion of programs, workshops, meetings and conferences
- Attends recruitment fairs and new student orientations
- Provides on-going administrative support to faculty overseeing programs, workshops, workshops, etc
- Assists in managing general office operations
- Coordinates and prepares booklets and materials for classes, workshops and meetings
- Maintains adequate inventory of promotional materials and office supplies
- Maintains the calendar, payroll records, credit card reconciliations, and budget
- Attends and takes minutes at the core faculty meetings
- Assists and coordinates the planning and scheduling of Advisory Board
- Maintains and updates promotional materials and the web page
- Performs other related duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate in Arts degree from a regionally accredited institution and two (2) years of related experience
- Knowledge in the use of Microsoft Office
- Knowledge of general office practices and procedures and ability to handle a high volume office environment
- Ability to adapt to a high volume office environment
- Ability to read and interpret documents
- Ability to meet and deal with the public with considerable poise, tact, patience, and courtesy
- Ability to work in a multi-ethnic and multi-cultural environment
- Must be able to travel form campus to campus
- Must be self-motivated and able to work independently or with minimal supervision
- Ability to prioritize and organize multiple task; to meet deadlines

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name