



Position Title: Part-Time Workshop Coordinator, CTD
Reports To: Director, Professional Development
Department: College Training and Development
Prepared By/Date: Donna French/09-01-2011
Approved By/Date: Gregory Sharp/09-06-2011
Revised:

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

Summary:

This position coordinates Department activities that maintain existing program infrastructure and process.

Essential Duties and Responsibilities:

- Assists with scheduling, coordination and promotion of workshops, meetings, and Professional Development programs
- Provides on-going administrative support to faculty and staff overseeing workshops and programs
- Assists in managing general office operations
- Coordinates and prepares work orders for workshops and programs
- Assists in the development and maintenance of the CTD training calendar
- Assists and coordinates the logistics associated with the College-wide New Faculty Orientation program and monthly meetings
- Assists in the maintenance of Web pages and database
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office applications
- Knowledge of general office practices and procedures
- Ability to adapt and work efficiently in a high volume office environment
- Ability to use MDC systems for scheduling workshops and programs
- Possess self-motivational skills and ability to work independently with minimal supervision
- Ability to prioritize, organize multiple tasks and meet deadlines
- Ability to provide own transportation to travel between campuses
- Ability to work a flexible schedule that may include early mornings, evenings, and weekend assignments
- 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 a regionally accredited institution and two (2) years of related administrative experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name