

Classification Description

Job Title: Coordinator, Academic Affairs

Pay Grade: 109

Job Code: 3955

FLSA Status: Exempt

Job Purpose

This is responsible, professional work providing project management and executive administrative support to the President's Office. The Coordinator of Academic Affairs collaborates with the planning and administration of College-wide activities throughout the five-county region. In collaboration with Academic Affairs leadership, responsibilities of this position include, but are not limited to, project management, supporting the Master Scheduler who manages the schedule of classes College-wide, and provides President Office-related administrative support for the Deans of the School of Pure and Applied Science and the School of Arts, Humanities and Social Science, and the Directors of the Library, Dual Enrollment, and Academic Support Services.

General Responsibilities

Essential Functions

Produces ad hoc reports and other documents that assist the President's Office with expenditures, revenues, inventory, purchase orders and requisitions, billing, and interactions with all the offices in Financial Services.

Supports the Master Scheduler with tasks associated with the creation of each semester academic schedule and associated allocation of College spaces for events. Serves as back up in absence of the Master Scheduler.

Initiates and manages administrative processes for the Deans of the Schools of Pure and Applied Science and Arts, Humanities and Social Sciences, such as Faculty Credentialing, employee hiring paperwork, adjunct faculty onboarding etc., as needed.

Initiates and manages administrative processes for the Directors of the Library Services, Dual Enrollment, Exhibitions and Collections, and Academic Support Services.

Reviews and makes appropriate recommendations for revisions to academic-related College operating procedures. Under the direction of the President's Office, produces appropriate academic related guides and forms.

Coordinates and supervises special projects that may be complex/specialized in nature, as assigned.

Performs other duties as assigned.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in business administration, or a related field.

Two (2) years full-time professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Demonstrated experience and proficiency using student database software.

Ability to travel independently within the College's service district.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques, and of the tools to accomplish associated tasks
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 8, 2014. Revised: September 28, 2015, June 23, 2021, July 15, 2022.

Revised: July 1, 2023.