

Classification Description



Job Title: Coordinator, Academic Affairs,
Collier Campus

Pay Grade: 107

Job Code: 3565

FLSA Status: Exempt

Job Purpose

This is professional work in support of the Division of Academic Affairs and requires long-range planning skills and the ability to coordinate the completion of multiple tasks and projects within established time frames. This position holds the lead role as the Academic Affairs Coordinator on the Collier Campus supervised by the Associate Vice President of Academic Affairs and in collaboration with the academic leadership of all Schools and Library Services as represented on the Collier Campus.

General Responsibilities

Essential Functions

Coordinates communication documents to include, but not limited to, administrative directives, dissemination of College/department policy and procedures, meeting agendas, etc.

May provide direction and leadership at certain events organized and/or sponsored by Academic Affairs on the Collier Campus.

Provides support and leadership regarding College-wide initiatives for faculty and instruction-related staff on the Collier Campus.

Works closely with Student Life and other departments to support instruction in all Schools represented on the Collier Campus.

Develops and presents information related to Academic Affairs to College faculty and staff, as well as to public and community organizations as requested at the Collier Campus.

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

Performs other duties as assigned.

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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

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

Four (4) years professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

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.
- 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.

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.

COORDINATOR, ACADEMIC AFFAIRS – COLLIER CAMPUS

- 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: March 30, 2021. Revised: July 1, 2023, and January 22, 2024.