

Classification Description



Job Title: Coordinator, Workforce Education

Pay Grade: 108

Job Code: 4235

FLSA Status: Exempt

Job Purpose

The Coordinator, Workforce Education is a specialized position which supports the Division of Workforce Education within Academic Affairs. The Coordinator is a vital member of the Division of Workforce Education who requires planning skills and the ability to coordinate the completion of multiple tasks and projects within established time frames. This position supports multiple areas within the Division of Workforce Education primarily focusing on budgets, grants, and office management.

General Responsibilities

Essential Functions

Assists leadership with the coordination and management of the administrative functions for the Division of Workforce Education. Ensures efficient and effective operations of the office.

Provides analytical support on a broad range of complex issues and resolves or makes recommendations for resolutions. Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Participates in the research, collection and presentation of data for use in special reports and projects.

Maintains budget and expenditure documentation for the Division of Workforce Education ensuring requisitions for payment, budget transfers, and other related financial records are completed and tracked.

Provides support services to all departments within the Division of Workforce Education to include the Career Connection Center, Workforce Programs, Workforce Recruitment and Scholarships, and the Office of Corporate and Community Education.

Oversees the inventory tracking of all capital assets and appropriate non-capital assets purchased with grant funds.

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Monitors and manages assigned budgets. In partnership with the FSW Finance office, manages Perkins grant activities and other grant programs as assigned. Activities may include, but are not limited to, developing reports, articulating spreadsheet information, establishing consistent budget requests, as well as preparing cost purchasing orders and requisitions, billing, expenditures, revenues, inventory, payroll, and P-cards.

Coordinates all purchases through the Carl D. Perkins grant in support of all five (5) academic schools; ensures all aspects of reporting and tracking are in accordance with state policies and procedures.

Provides administrative support to include, but not limited to, preparing and maintaining a wide variety of documents, processing travel and expense reports, managing scheduling and calendars, coordinating meetings, and purchasing and maintaining office supplies and equipment.

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

Organizes departmental records, files, forms, reports, and/or related department documents.

Ensures regular and timely submission of staff records related to state and federal grants coordinating with staff and leadership within all five (5) of FSW's academic schools.

Supports marketing and communication efforts across the division to include the creation of digital and print marketing assets.

Ensures promotion of events and activities across the Division of Workforce Education to include publicizing activities through internal and external channels of communication.

Assists students and staff utilizing services of the department in a pleasant and professional manner; understands the services, policies and procedures offered and provides information or assistance as requested.

Maintains department or supervisor calendar, arranging and/or monitoring scheduling for meetings, travel, and department functions.

Receives and reviews invoices, reports, forms, and applications, and distributes copies to appropriate personnel. Maintains department inventory, and orders restock of supplies and materials as needed

Schedule and supervise student workers.

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 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.

Three (3) years full-time professional related work experience.

Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office, MS Excel and electronic mail. Proficiency with related programs such as, but not limited to, Banner and Qualtrics.

Demonstrated ability to:

- Think critically and creatively, have a high standard of ethical behavior and 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.
- Excellent customer service skills.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- 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.
- Maintain confidentiality of student information pursuant to FERPA laws and other policies.

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.

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- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in dress attire, word, and action.
- 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: January 19, 2024.