



Classification Description

Job Title: Coordinator, Academic Affairs -
Business and Technology

Pay Grade: 107

Job Code: 4073

FLSA Status: Non-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 role of the Academic Affairs Coordinator for the School of Business and Technology and is supervised by the Dean of the School of Business and Technology.

General Responsibilities

Essential Functions

Coordinates the accurate and timely completion of department functions and assigned special projects within the School of Business and Technology.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Performs both routine and special department projects; understands the services, policies and procedures offered and provides information or assistance, as requested.

Prepares advisory board materials, presentations for College, public or community organizations, and reports or materials as required by the supervisor. Scribes meeting minutes for leadership and advisory meetings when requested.

Schedules events and prepares documentation for open houses, tours, new adjunct orientation, internship fair, career showcase, instant decision day, and celebration of graduates.

Schedules all of the courses and inputs textbook information for the fourteen (14) programs – including three (3) BAS programs.

Inputs work load hours for all of the faculty, staff, and adjunct professors for fourteen (14) programs – including three (3) BAS programs.

Assists with accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, payroll, and P-card reconciliation.

COORDINATOR, ACADEMIC AFFAIRS-BUSINESS AND TECHNOLOGY

Provides support for the faculty and instruction-related staff within the School of Business and Technology.

Reviews and makes appropriate recommendations for revisions to academic-related College operating procedures. Produces appropriate academic related guides and forms as required.

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

Performs departmental filing and retrieval of various records, files, forms, reports, and/or related department documents as directed.

Uses appropriate office technology to create, transfer, transcribe or compose departmental documents (i.e. meeting minutes, correspondence, and memoranda) in prescribed formats (i.e. fax, e-mail, campus mail, etc.).

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.

Assists Dean and Associate Dean in compiling and maintaining student progress and attendance records; preparing materials; and providing technical expertise.

Supports School advising staff with FTIC Registration Workshops, room reservations, workshop materials, and student invitations.

Maintains assigned work area, including preparing materials, organizing materials and supplies, and scheduling activities and learning experiences within the area of assignment.

Monitors and manages assigned budgets, to include grant budgets where applicable.

Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Assists supervisor as directed in coordination related to budgetary responsibilities, which may include development, revision, and analysis.

Performs required institutional functions, such as serving on College committees, attending meetings, etc., as assigned.

Presents faculty orientation sessions at the beginning of each semester, as assigned.

Attends and participates in faculty meetings as directed. Supervise and schedule student assistants.

Receives requests for specialized statistical or informative material concerning the School of Business and Technology programs. Advises what materials can be furnished and personally researches and prepares follow-ups to see that it is prepared.

COORDINATOR, ACADEMIC AFFAIRS-BUSINESS AND TECHNOLOGY

Prepares specialized materials, financial statistics and other data needed by employees, students, or staff.

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.

Four (4) years of 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.

COORDINATOR, ACADEMIC AFFAIRS-BUSINESS AND TECHNOLOGY

- 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.
- 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: May 8, 2023. Revised: July 1, 2023, and July 1, 2024.