



## Classification Description

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**Job Title:** Administrative Coordinator, Teaching and Learning      **Pay Grade:** 112

**Job Code:** 4071

**FLSA Status:** Exempt

### **Job Purpose**

This is advanced, professional work in creating marketing and communications and supporting events for the Teaching and Learning Center (TLC), including creating accessible communication materials such as video announcements, social media, and the TLC website, and managing the catalog of TLC offerings. This position will also develop workshops for adjunct faculty and support technologies for training events.

### **General Responsibilities**

#### **Essential Functions**

Works with team to create promotional materials (including emails) related to training sessions/programs.

Manages TLC website content and provides updates, in text, images to Webmaster and FSW Marketing and Communication departments.

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

Coordinates and maintains departmental filing system, to include supervisor's files, all department records, forms, reports, etc.

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

Assists supervisor in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, and report preparation.

Monitors and responds to emails in the [tlc@fsw.edu](mailto:tlc@fsw.edu) inbox.

Supports faculty recognition programs through administering nomination surveys, promotional emails to faculty, staff, and students, and sharing nominations with faculty selection committees.

## ADMINISTRATIVE COORDINATOR, TEACHING AND LEARNING

Uses registration, attendance, and evaluation data to inform marketing and communications strategies.

Acts as Zoom moderator for TLC workshops and programs that are held in virtual and/or hybrid environments.

Creates monthly and yearly faculty training reports.

Generates reports in Qualtrics to share with faculty presenters.

Assists with planning and carrying out TLC events, including monitoring session/event registration and attendance, arranging room layouts, assisting with food orders and material purchases, and setting up technology.

Shares and reviews training materials for academic technology in support of in person workshops and webinars, user groups and/or communities of practice. Makes recommendations to help improve “user-friendliness” of materials.

Provides support for the full-time and adjunct faculty evaluation technologies.

Assists Associate Dean with training for adjunct faculty on the adjunct faculty evaluation process.

Assists with video communications to support the Teaching and Learning Center and Office of the Provost.

Manages faculty profile pages, including the Expert Network.

Maintains updated presenter/facilitator bios and pictures in system/calendar and encourages use of FSW directory profiles.

Manages catalog of TLC professional development offerings.

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**

Bachelor's degree from a regionally accredited institution of higher education.

## ADMINISTRATIVE COORDINATOR, TEACHING AND LEARNING

Three (3) years of full-time relevant professional work experience in higher education, technology training, or a similar position. Appropriate combination of education and experience may be substituted.

Broad-based knowledge and skills in operating a variety of software applications, including office productivity software, such as documents, presentations, charts, surveys, email, learning management systems, and cloud-based tools.

Ability to work evening, early morning and/or weekend hours, as needed.

Ability to travel independently to all FSW campuses in Lee, Charlotte, Collier and Hendry counties on a frequent basis.

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.
- Make presentations in front of various group sizes.
- 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.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

## ADMINISTRATIVE COORDINATOR, TEACHING AND LEARNING

- 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: April 28, 2023. Revised: July 1, 2023.