

DIVISION COORDINATOR

DEFINITION

Under general supervision, coordinates the day-to-day administrative operations of the Division Office; the preparation, data entry, editing and updating of class schedules, catalog, and faculty assignments for the division to which assigned; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This class has primary responsibility for coordinating and maintaining class schedule and faculty assignment information at the Division level. It is distinguished from other College support classifications in that incumbent provides complex office administrative services for a College Division. General work guidelines are normally established by the Division Dean; however, day-to-day activities require the use of initiative and judgment, particularly when prioritizing work of several classified staff members or when dealing with a variety of College students and staff and representatives of the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides office administrative assistance to a College Division
- Coordinates and performs responsible work related to the preparation, data entry, proofing, auditing, editing and maintenance of class schedules and schedule changes for division faculty assignments
- Based on schedule design information provided by Division Dean and faculty chair, supports schedule production, e.g. coordinate room assignments, communicate status with faculty and maintain faculty availability status
- Oversees all production aspects and proofs Division schedule of classes, schedule change forms, faculty assignment sheets, teaching units
- Proofs and monitors adjunct and overload contracts for accuracy
- Based on Instruction Office deadline calendar, sets up Division deadline calendar for curriculum proposals
- Informs Division faculty of curricular problems identified through the scheduling process
- Monitors Division scheduling history
- Maintains division records and curriculum files and division calendar
- Audits final galleys of the class catalog and other publications to ensure inclusion of newly approved curriculum
- Assists department chairs in developing handbooks, brochures and other information for student use
- Designs and maintains web pages
- Receives and resolves problems and concerns in accordance with established College procedures and regulations
- Tracks and maintains the evaluation schedule in consultation with Human Resources staff
- Monitors evaluation components

EXAMPLES OF DUTIES (continued)

- Coordinates and submits faculty office hours
- Oversees text book orders in collaboration with faculty and bookstore
- Orients new faculty to office processes and procedures
- Serves as resource for dean, department chair, faculty and assigned Division support staff in compiling data, preparing reports and supporting registration outreach
- Directs the work and provides work instruction to office staff, student assistants or part-time staff on a project or day-to-day basis
- Processes temporary hourly paperwork
- Prepares periodic and special reports, correspondence and other written material
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Program coordination principles, including work organization
- Basic functions and programs of a community college or similar educational setting
- Sensitivity and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large
- Personal computers, including database management
- Standard office practices and procedures, including filing and the operation of office equipment
- Correct English usage, spelling, grammar and punctuation

Skill in and Ability to:

- Interpret, apply and explain relevant regulations, policies and procedures
- Analyze problems, evaluate alternatives and make effective programmatically-sound recommendations
- Coordinate multiple projects and meet critical deadlines
- Exercise sound, independent judgment within established guidelines
- Prepare clear, concise and complete reports and other written material
- Proof and edit as necessary
- Maintain accurate records, files and databases
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain confidentiality of information
- Type or operate a keyboard with sufficient speed and accuracy to enter data into a word processor or computer and produce correspondence and/or reports in a timely manner

NOTE: Specific positions may require or desire bilingual skill in a designated second language.

QUALIFICATIONS (continued)

Other requirements:

- Must be willing to work evenings and weekends at various campus sites

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of secretarial experience providing office and administrative support. Two years of college level coursework in business or office administration and experience in an educational setting are desirable.