

COORDINATOR FOR COMMUNITY SERVICES
COURSE MANAGEMENT

GENERAL STATEMENT:

General responsibility for management of CS classes and assisting the dean in leading the staff in the development of the published departmental schedules (three per year or as deemed necessary by TVCC administration).

REPORTS TO:

Dean of Community Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree, other appropriate post-secondary training or equivalent experience.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Experience with education of adults, preferred. Customer Services experience required.
Organizational experience of scheduling and managing events and activities required.

OTHER:

Computer skills: Word, Excel, Outlook and Access. Experience with grants preferred.

DUTIES AND RESPONSIBILITIES:

- Must keep all sensitive student, potential student and employee information secure and private. Shred or appropriately file all documents. Do not give out personal information without appropriate permission.
- Assist the dean with supervision of part-time teaching faculty.
- Assist the dean by leading the staff in the development of the departmental schedule for printing on a schedule determined by TVCC administration. (iSeries work, collaborating with instructors, collaborating with the college printing and public relations staff, etc.)
- Manage classes/programs/contracted training, etc.
- Assist the dean in departmental interviewing of instructors as needed.
- Facilitate instructional needs of teachers: arrange for books, classrooms, media, etc. (other staff contribute as appropriate).
- Follow up on class delivery.
- Facilitate student evaluations.
- Facilitate class evaluations.
- Report as necessary.
- Manage appropriate files.
- Prepare the initial step of instructor payroll for business office.
- Assure that student transcripts remain up-to-date.
- Assure that certificates, awards, etc. are distributed as appropriate.

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- Assure that training meets the requirement of regulatory groups (assisted by dean and other staff).
- Coordinate class facilitation with staff on all campuses as needed (assisted by other staff).
- Assist with departmental marketing (fliers, posters, participating in marketing meeting, etc.).
- Assist with other college functions as requested.
- Assist with the management of departmental grants and outside funding as needed to fulfill the requirements of grants.
- Travel as needed.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening or weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc. should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 12/17/97

Revised: 09/22/09

JD218A