



# Trinity Valley Community College

## Job Description

### TDCJ Special Projects Coordinator

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Responsible for coordinating, maintaining records, and providing supervision for the TDCJ professional development program trainings held in partnership with Trinity Valley Community College online.

#### **REPORTS TO:**

Associate Vice President of Instructional Innovation

#### **SUPERVISES:**

Admissions & Records Specialist

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's degree.

##### **PREFERRED:**

Master's Degree

##### **EXPERIENCE REQUIRED:**

Two (2) years of experience in an office setting, and supervisory duties.

##### **PREFERRED:**

Proficiency in Colleague, Canvas, or other management program.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                      | • Leadership/ Management             |
| • Computer software proficiency – Microsoft Office/Excel | • Attention to detail                |
| • Operating equipment – office or otherwise              | • Time management                    |
| • Written and oral communication                         | • Organization                       |
| • Interpersonal and/or customer service skills           | • Operational Systems and procedures |
| • Basic Math   | • Administrative practices           |
|  | • Project Management                 |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Develop relationships with TDCJ leadership and represent TVCC on issues associated with TDCJ professional development training programs.
- Coordinate, teach, and supervise the TDCJ-TVCC team on processes for applications, registrations, and grade submissions for all TDCJ professional development training programs.
- Recommend budget and staffing needs for the TVCC-TDCJ professional development training programs to the AVP.

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- Provide oversight of enrollment and records of the TDCJ professional development training programs to provide TDCJ data updates to the AVP.
- Create and maintain schedule of training sessions for TDCJ professional development training programs.
- Act as liaison between TDCJ trainers and TVCC for: online learning management system, facilities management, continuing education department, registrar, and human resources.
- Maintain and coordinate the records for TDCJ instructors with Workforce Education and Human Resources.
- Confirm appropriate records on grades and attendance and report grades to registrar for the Continuing Education Department.
- Maintain curriculum files in the learning management system and update as changes are received from TDCJ contract administrator.
- Request courses in the learning management system from Distance Learning.
- Prepare purchase orders as needed.
- Create and build Continuing Education and Vocational classes in colleague.
- Other duties as assigned by the AVP of Instructional Innovation or other supervisory personnel.

#### **SUPERVISOR RESPONSIBILITIES:**

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

#### **WORKING CONDITIONS:**

##### **TOOLS/EQUIPMENT USED:**

- |                                     |                  |
|-------------------------------------|------------------|
| • Standard office equipment         | • Copier         |
| • Personal computer and peripherals | • Cellular Phone |
| • Calculator                        | • Fax machine    |
| • Multi-line phone system           |                  |

##### **PHYSICAL DEMANDS:**

- Requires: Reaching, Walking, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- Subject to: Lifting
- May need: Light Work

##### **MENTAL DEMANDS:**

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- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: Less than 25% of the time

**OTHER DEMANDS:**

None

*The above job description has been reviewed with the employee and it was 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*

*Approved: 7/18/01*

*Revised: 10/6/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1863
<b>DBM:</b>	B	<b>Travel Required:</b>	Less than 25% of the time
<b>IPEDS/SOC CODE:</b>	21-1012	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	190	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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