

POSITION DESCRIPTION

PROPOSED JOB TITLE: Administrative Coordinator 1

DEPARTMENT: School of Continuing Studies – Noncredit and Special Programs

REPORTS TO: Assistant Dean, Noncredit and Special Programs

SUPERVISES DIRECTLY: None

JOB SUMMARY: The central responsibilities of this position are to manage activities involved in the development and rollout of new and existing noncredit and special programs, such as marketing registration and scheduling. This position will serve as the primary point of contact for instructors, students, business partners and SCS staff.

DUTIES AND RESPONSIBILITIES	% OF TIME	ESSENTIAL FUNCTION *(E)
1. Coordinating hiring of instructors for all programs, including solicitation of preparation of letters of agreement, vendor pay files, and maintaining budget line.	30% (#1-4)	E
2. Creating and maintaining database of letters of agreement and contracts for instructors and other vendors/partners, including a sub-database of salary scales for all programs.		E
3. Maintaining contact with associations and business customers for existing and developing programs, including attending association meetings and regularly scheduled meetings with business customers and vendors.		E
4. Advising students, instructors, business partners, and SCS staff about ongoing issues during rollout of programs.		E
5. Reviewing of local market and other institutional web sites for changes in offerings and new programs that might be of department interest.	20% (#5-6)	E
6. Establishing schedules for noncredit and special programs at on and off campus locations.	20% (#7-9)	
7. Completing room scheduling for all programs.		
8. Assisting in coordination on and off campus program informational sessions.		
9. Placing food orders when necessary.		
10. Creating and maintaining a fulfillment and retention database.		
11. Creating and submitting monthly reports	10% (#10-	

* Refer to page 4 of the “Guidelines for Writing a Competency Based Position Description” for instructions.

regarding departmental programs. 12. Performing other duties as assigned.	11)	E
	20%	E

MINIMUM QUALIFICATIONS:

Degrees, Certifications and Licenses:

1. Bachelor’s degree in business management or business administration required and/or 3-5 years of administration support.

*Competencies:

2. Strong written, verbal, and general communication.
3. Strong organization and problem solving skills.
4. Ability to work in a professional manner as both a self-starter and a team member.
5. Demonstrated ability and efficiency in word processing, spreadsheets and database management.
6. In depth knowledge of continuing education programs.
7. Extensive experience in Noncredit and Special Programs.

PREFERRED QUALIFICATIONS:

1. Two years of working experience in an academic environment.

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