



JOB DESCRIPTION

JOB TITLE: Program Coordinator	FLSA: Exempt
Department	Date: 5/19/2015
Security Sensitive: Yes	Grade: Faculty Salary Schedule Plus Stipend (See Faculty Compensation Plan)
Reports To: Division Director	

Job Summary:

The Program Coordinator reports directly to the Division Director and indirectly to the appropriate Dean and the Vice President of Instruction. He/she has specific responsibility for the operation of the academic and/or occupational program(s), including, but not limited to the content, quality, effectiveness of the curriculum within the program area, recruiting, and student advisement within and for the program. The position requires both teaching and administrative duties and serves as an important link between the faculty and the Division Director. The Program Coordinator is appointed on a year-to-year basis, and the duties of the Program Coordinator are performed on a 12-month basis.

Essential Functions:

- Assists with budget preparation and monitors budget balances;
- Prepares, signs, and submits departmental purchases and travel requests with appropriate information and account numbers to the appropriate supervisor;
- Assists with schedule development and resolves course conflicts with other departments;
- Assists the Division Director with the evaluation of faculty, as appropriate;
- Monitors and mentors departmental adjunct faculty;
- Evaluates departmental adjunct faculty following College procedures;
- Ensures that final exams are conducted according to the announced schedule;
- Ensures that all final grades are submitted to the Registrar's Office by the designated time;
- Prepares and submits textbook requests following College procedures;
- Works closely with faculty members within the program area and the Division Director in the formulation, justification, and revision of courses and curricula.
- Develops and implements recruiting and retention efforts within the program;
- Actively recruits for the program and the College; in addition, responds to all calls and/or correspondence from prospective students;
- Schedules and leads departmental advisory committee meetings, and provides current membership lists and minutes to the appropriate Dean;
- Participates in the program review and evaluation processes;
- Ensures correct reporting of faculty workloads;
- Inventories, maintains and secures all facilities and equipment charged to the program area.
- Teaches classes as assigned and carries out all duties of the College Instructor.

- Advises students, as appropriate; Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs and completes all other duties, as assigned.

Minimum Education, Skills and Ability:

- Appropriate academic credentials to teach within the program area;
- Skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students, and the public;
- Skill in presenting ideas and concepts orally and in writing;
- Ability to manage multiple projects and inspire others to achieve the objectives;
- Ability to work within an open and team environment using collaborative approaches;
- Ability to focus faculty and staff toward student learning;
- Ability to commit to establishing, maintaining, and assessing collaborative educational and service programs; and,
- Ability to foster college-wide partnerships to promote quality in education.

Work Environment:

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions. Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements:

- Availability to occasionally work or meet in the evenings and/or on weekends;
- Ability to travel and to participate in meetings, conferences, and other activities related to the operation of the instructional program;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date