

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **EDUCATION CENTER COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To oversee and coordinate the provision of administrative and secretarial functions at an assigned education center or centers; to promote education center programs and activities; to monitor the assigned education center budget; and to perform a variety of administrative tasks in support of assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned Supervisor or Manager Education Center.

Exercises technical and functional supervision over clerical staff.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

##### **Essential Functions:**

1. Oversee and coordinate the provision of administrative and secretarial functions at assigned education centers including student support services, community outreach and instructional support services.
2. Monitor the assigned education center budget and associated accounts including the transfer of funds between accounts.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing education center services; implement policies and procedures; act as a liaison with military or high school officials regarding classroom utilization.
4. Negotiate advertising contracts with local newspapers; promote and elicit community support for assigned education center activities; prepare marketing materials including flyers, schedules of events, pamphlets and brochures; coordinate the presentation of education center programs within the community.
5. Coordinate, delegate and participate in student registration functions; accept and process a variety of applications and forms for admission or registration of returning students; explain residency requirements to students.
6. Coordinate work schedules of hourly employees; monitor payroll to ensure budgetary compliance; prepare hourly employee timesheets for managerial signature and processing.

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7. Assume responsibility for ordering instructional and office support equipment; request and coordinate repairs and replacement.
8. Respond to and independently resolve complaints and requests from students and staff regarding information, regulations, policies, procedures relating to assigned education center.
9. Serve as liaison between the main campus and assigned education center; coordinate courier services between the campus and education center; travel to main campus as required.
10. Ensure safety and security measures are adhered to at assigned education center; prepare the education center disaster and emergency preparedness plans; communicate with contract security guards for the provision of security services.
11. Provide secretarial support for Education Center Manager; perform a variety of secretarial and clerical functions; compose and edit a wide variety of reports, letters and memoranda; prepare instructor manuals and procedures relevant to the assigned education centers.

**Marginal Functions:**

1. Develop survey instruments; conduct surveys of education center attendants to determine needs; interpret and record survey results; implement program changes in response to results.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic operations, services and activities of an off-site education center within a community college district.

Basic procedures, methods and techniques of budget preparation and control.

Modern secretarial and administrative support techniques.

Marketing theories, principles and practices and their application to assigned education center programs.

Modern office procedures, methods and equipment including computers.

Principles of business letter writing and basic report preparation.

Pertinent Federal, State and local laws, codes and safety regulations.

**Ability to:**

Coordinate the provision of administrative and secretarial functions at an assigned education center.

Recommend and implement goals and objectives for providing education center support services.

Monitor and ensure compliance of the assigned center budget.

Elicit community and organizational support for education center programs.

Coordinate and participate in student registration functions.

Provide responsible support to education center instructors.

Ensure safety and security measures are adhered to at assigned education center.

Interpret and apply administrative and education center policies, procedures and regulations.

Respond to difficult requests and inquiries from students, faculty and staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible secretarial experience including one year of administrative responsibility.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; occasional travel between the education center and main campus; extensive contact with students and faculty; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.