

PALOMAR COMMUNITY COLLEGE DISTRICT

EDUCATION CENTER SPECIALIST

*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 specialized functions at an assigned education center; to implement education center goals and objectives; and to perform a variety of administrative tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Supervisor or Manager Education Center.

Exercises functional and technical 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 specialized functions at an assigned education center including student registration, community outreach and instructional support services.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing education center services; implement policies and procedures.
3. Coordinate, delegate and participate in student registration activities; accept and process a variety of applications and forms for admission or registration of returning students; explain residency requirements to students.
4. Assign classrooms for education center classes each semester; coordinate the needs of instructors with those of the education center.
5. Promote and elicit community support for assigned education center activities; coordinate the presentation of education center program within the community.
6. Provide responsible support to education center instructors; prepare instructor packets including manuals and procedures relevant to assigned education center; coordinate the use and delivery of audio-visual equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacement.

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7. Respond to and independently resolve complaints and requests from students and staff regarding information, regulations, policies and procedures relating to assigned education center.
8. Serve as liaison between Admissions and Records and the Student Services departments; coordinate courier services between the campus and education center; travel to main campus as required in the performance of assigned duties.
9. 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.
10. Perform a variety of secretarial and clerical functions; type and proofread a wide variety of reports, letters and memoranda.
11. Receive fees for various programs and services; balance cash register and prepare monies for deposit to cashier's office.

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.

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.

Principles of cash handling and balancing.

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.

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 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.