

# JOB DESCRIPTION



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**Position Title:** Center Coordinator

**Department:** Community Engagement

**Employment Category:** Non-Exempt Staff

**Primary Location:** Benson Center or  
Willcox Center

**FLSA Classification:** Non-Exempt  
**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year

**Pay Grade:** NE06

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**Position Summary:** The Center Coordinator is responsible for the oversight and coordination of educational services at the center in support of the students, faculty, and for managing instructional services to include admissions, testing, registration, financial aid and advising.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Oversees, coordinates, and provides instructional support services, to include admissions, registration, financial aid, and advising; manages all facets of internal and external testing services at the center to include scheduling, collection of payment, and proctoring of placement, specialized, and academic examinations assists with development of dual credit and reverse credit programs and the registration process in local school districts

Serves as advocate and liaison for students within the district to maximize student success and provide maximum educational opportunities; consults with various departments as necessary to respond to unusual requirements; ensures students understand established policies and procedures

Manages facility usage, including scheduling, usage payment, setup, arranging the physical space, and coordination of documentation; ensures facility use operations are in compliance with college policy; provides support services for faculty through classroom coordination and technology setup and troubleshooting; implements security processes and procedures

Provides organizational support to division through maintenance and tracking of information; ensures data integrity and compiles periodic reports; maintains center fiscal records to include but not limited to purchase orders, invoices, and travel vouchers; processes new hire paperwork

Analyzes available resources to develop class schedules; develops center calendars for class schedules, advising, and facility use; supervises, schedules and evaluates regular full and part-time employees that are assigned to the center, serves as timesheet approver

Assists division leadership with developing and forecasting budgetary requirements; reconciles budgets; monitors expenditures and advises of potential shortfalls or concerns; authorizes purchases of instructional materials and center supplies; identifies and prepares contingency or emergency budgeting requests

Oversees the operation of the center in the absence of the Dean

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work

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harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of general human resources practices or the ability to learn them

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Ability to work accurately, efficiently, and effectively with a variety of data

Ability to work under pressure with frequent interruptions

Ability to maintain high level of personal integrity

Ability to manage sensitive issues while maintaining confidentiality

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Travel may be required. Occasional evening and/or weekend work required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Executive Dean of Community Engagement

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.