



Job Description Classification

**COORDINATOR, ACADEMIC SERVICES/VTC
Non-Bargaining Unit**

**Grade 13
Exempt**

BASIC FUNCTION

Plan, coordinate and carry-out all student intake, processing and administrative support duties for the Williston campus of Vermont Technical College. Act as the primary liaison between the Williston and Randolph campuses regarding admissions, registration, student billing, and financial aid. Serve as administrative advisor for students. Direct the VAST program on the Williston campus.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Implement registration and application services for students.
- Coordinate and provide academic support services for students including orientation sessions. Provide information and guidance on matters related to billing, financial aid, registration, admissions process.
- Recruit and advise VAST students.
- Direct the VAST program on the Williston campus.
- Act as admissions counselor to prospective students; recruit and interview prospective students.
- Advise current students regarding course selection, ad-drops, financial aid and billing.
- Coordinate and administer New Student Orientation.
- Assist the admissions office and marketing department by representing the college at local college fairs, outreach events and campus events.
- Serve as outreach liaison with all regional high schools and tech centers.
- Plan and coordinate and administer all non-academic campus activities including health fairs, social events, student activities, book buy-backs. Advise Student Activity Committee.
- Supervise Office Manager and student work study assistants.
- Coordinate, schedule and implement 6-8 Open Houses annually.
- Participate in internal and external committee, councils and groups; represent the College on Board for Linking Learning to Life.

- Deep abreast of developments and trends in the teaching profession and adult education/development.
- Act as Dean of Northwest Region regarding student issues when Dean is unavailable.
- Other duties as assigned.

SUPERVISION EXERCISED

Functional and partial administrative supervision of one or several clerical support staff and student assistants.

SUPERVISION RESCRIBED

Direction is received from the Dean of the Northwest Region

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate discipline with a masters desirable, plus four to six years of experience in teaching or education administration or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong planning, organizational and administrative skills
- Strong writing, speaking and problem-solving skills
- Good general advising/counseling skills.
- Ability to deal effectively with students, staff and faculty.
- Prior marketing and public speaking experience helpful.
- Ability to deal effectively with a wide variety of organizations, schools, community representatives, and college administrators.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.