



## Job Classification Description

### **COORDINATOR, ACADEMIC SERVICES/CCV**

**Non-Bargaining Unit**

**Grade 13  
Exempt**

#### **BASIC FUNCTION**

Within a designated area of the state; to plan and coordinate CCV course offerings; recruit, supervise and support instructors; recruit and serve as an academic advisor to students; and participate in community and other activities to promote CCV courses and programs.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Assess local and regional educational needs; prepare training proposals, develop courses and curricula to address those needs, plan in-house training courses for local employers. Plan non-credit offerings.
- Develop and implement programs in cooperation with other educational and community service agencies. Maintain contacts in the community.
- Coordinate and supervise the instructional work of 30-60 contracted community instructors. Recruit, orient, and provide ongoing support and assistance with problems. Confer with instructors on matters related to course descriptions, objectives, methods, instructional materials and resources, and the special needs of adult learners. Plan classroom space. Monitor instructor progress through classroom visits and evaluate teaching effectiveness. Review written evaluations and convey results to instructors.
- Recruit and interview prospective students. Assess goals and academic preparedness to establish and recommend sound course selections. Coordinate referrals to other services available for students with learning problems.
- Coordinate and provide academic support services for students, including orientation sessions and degree planning seminars. Advise students in areas related to degree planning and course selection. Provide information and guidance on matters related to financial aid, veterans affairs, registration, credit transfer and student records.
- Coordinate independent studies and field placement for students: match students to placements appropriate to their preparedness and interests. Prepare contracts, establish learning objectives, work schedules, monitor progress and results.
- Participate in efforts to promote CCV courses in the community through public speaking and advertising. Coordinate press releases, brochures, and the like.

- Participate in college-wide policy formulation and problem solving through involvement with the Academic Review Board, college committees and task forces.
- Coordinate the collection and maintenance of student status information, prepare related reports as required.
- Assist in the development of grant applications and grant administration.
- Administer advertising, guest speaker, and materials budgets related to assigned areas.
- Keep abreast of developments and trends in the teaching profession and adult development.

### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of 25-55 contracted community instructors (number of instructors varies with regional responsibility); may also functionally supervise one or several clerical support staff and student assistants.

### **SUPERVISION RECEIVED**

Direction is received from a Regional Coordinator.

### **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 instructors, students
- Ability to deal effectively with instructors, students, and a wide variety of agencies and individuals outside of the college.
- Prior marketing and public speaking experience helpful.

**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.**

