

**San Jose · Evergreen Community College District
Classified Job Description**

Position: College Extension Site Coordinator

Department: College Extension

Location: College Extension at Milpitas

Date: December 12, 2018

POSITION PURPOSE

Reporting to the Director of College Extension or an assigned administrator, the College Extension Site Coordinator provides a wide range of facility coordination and administrative and technical support duties for assigned College Extension programs in Milpitas. The position serves as the liaison for the site office with district staff and the public, provides primary assistance to the supervisor and coordinates and supports the site operations in the absence of a supervisor. This position requires sufficient knowledge to provide administrative support to carry out day-to-day operations of the College Extension.

DISTINGUISHING CHARACTERISTICS

This position is critical in creating a welcoming, positive atmosphere for all students and visitors to the College Extension. Incumbent in this position is expected to utilize independent judgement and initiative to coordinate and support operational activities associated with student services and to serve as the site coordinator in the absence of a supervisor. Incumbent in this position must keep multiple tasks on schedule and use tact and judgment during course of work.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist the supervisor in the daily management of College Extension site operation.
2. Open and close buildings and parking lot for use, arm and disarm alarm system.
3. Monitor status of facilities and equipment, contacting appropriate college departments or vendors for resolution.
4. Stock and check operational conditions of computer labs and office equipment restocking supplies as needed.
5. Handle minor problems such as providing basic technical and AV support in the classroom and office.
6. Provide assistance to instructors, coordinate classroom usage, proctor exams, print student rosters, report student conflicts to supervisor, set up classrooms and related duties, etc.
7. Maintain contact and relationship with other on site and off site campus departments in order to coordinate appointments for assessment testing, academic counseling and other related student services.
8. Assist in implementing executive strategies and operational plans.
9. Coordinate and ensure ongoing effective working relationships with local entities.
10. Provide information about college and site programs to the general public and develop local support groups.
11. Participate in conferences and various activities to represent and promote the College and the Extension Site programs.
12. Collect, compile, and record data on the Extension's innovative projects/initiatives.

13. Update the Extension's webpage, blog, and/or digital signage.
14. Respond to routine questions and inquiries through telephone, e-mail, chat, text, oral and other forms of communication.
15. Provide support as needed in the department.
16. Perform other related duties related to the position as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Higher education and student services for California Community Colleges.
2. General safety procedures.
3. Pertinent federal, state and local laws, codes and regulations.
4. Modern office methods, procedures and equipment including computers and related software.
5. Record-keeping techniques.
6. Principles and practices of administration, training, and directing work.

Skills and Ability to:

1. Understand and follow oral and written instructions.
2. Interpret, apply and explain federal, state or district policies, procedures and regulations regarding college admission, registration and student records.
3. Operate office machines including a computer and applicable software.
4. Analyze situations accurately and adopt an effective course of action.
5. Prepare and deliver oral presentations.
6. Prepare a variety of correspondence and materials.
7. Train and provide direction to temporary personnel.
8. Work independently and exercise good judgement.
9. Communicate effectively both orally and in writing and maintain composure in various situations.
10. Establish and maintain cooperative and effective working relationships with others.
11. Implement policies, procedures and programs

Experience and Education:

1. An Associate degree or equivalent supplemented by college course work in business, accounting, social services or related field.
2. Three years of increasingly responsible experience in student services areas.

3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Work is performed primarily in an indoor office/classroom setting with frequent contact with student and staff.

Physical:

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
2. Requires visual acuity to read words and numbers.
3. Requires auditory ability to carry on conversations over the phone and in person.

Board Approved: 12/11/18

Salary Range: 96

EEO Category: 2B3 – Technical/Paraprofessional