

# CLASSIFICATION SPECIFICATION

## Evening Coordinator

FT/PT Class Code: 3497, 3997      Pay Grade: B/C 13      FLSA: Exempt      Rev. 07/01/14

**SUMMARY STATEMENT:** An incumbent is responsible for coordinating the activities of both on and off-campus evening and/or weekend classes, providing support to these classes, and supervising assigned support staff.

### NATURE AND SCOPE:

A class incumbent reports to an administrative supervisor and supervises subordinate personnel. Incumbent coordinates the activities of evening and/or weekend classes to include scheduling rooms, monitoring room utilization, and resolving room scheduling conflicts. Additionally, the incumbent may plan and develop non-credit and special interest courses.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Coordinates Continuing Education Program during the evening hours. Provides instructional support for and disseminates general information to faculty. Coordinates the evaluation of classes and the processing and distributing of any CEU certificates.
2. Plans, schedules, and coordinates the assignment of classroom facilities for evening and/or weekend programs. Resolves room scheduling conflicts and makes additional room assignments as needed.
3. Supervises and evaluates assigned support staff. Monitors job assignments.
4. Provides public relations and general information about the College, courses, and programs to current and prospective students and the public.
5. Counsels and advises non-credit students regarding course selection, scheduling, etc.
6. Conceives, plans, and implements non-credit courses and workshops.
7. Registers students for Continuing Education courses. Provides appropriate forms and explains how to complete them.
8. Formats and updates brochures and other descriptive materials relating to special interest course offerings.
9. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of managerial and supervisory practices and procedures.
- ◇ Knowledge of computer operations.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to think critically and make decisions.
- ◇ Strong interpersonal skills.

### **MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and (2) years of relevant experience; or other equivalent combination of education and experience.