

Position: Site Office Coordinator	Salary Grade: 18
Department: Off Campus	FLSA: Non-exempt

Summary

Provides a variety of administrative support duties in order to deliver academic and student services to a small branch campus or other remote instructional site.

Essential Duties and Responsibilities

- Coordinates, schedules, oversees, monitors, and participates in all levels of support service for a large off-campus site. Schedules classrooms, labs, meeting rooms and other facilities used for education.
- Establishes and maintains communications between the College and community organizations (e.g., the armed forces) to coordinate use of facilities, match courses and times with students' schedules and participate in various education-related committees.
- Develops and distributes materials to publicize the College in the community or locale. Distributes information in writing or by speech to individuals and groups with high propensity to use College services.
- Monitors and maintains the budget for the site, preparing and maintaining records for submission to campus leadership. Monitors expenditures and submits necessary budget and financial documentation. Processes requisitions for instructional, administrative, and support services and supplies, verifying available funds.
- Oversees and participates in establishing and maintaining files and filing systems related to unique educational plans or criteria such as those for armed forces education.
- Instructs students on the correct ways to complete forms and applications. Explains the applications, requirements and restrictions. Reviews completed forms for accuracy and completeness.
- Oversees and participates in processing of application forms, reviewing student records for changes in status. Forwards records and other information to appropriate personnel. Analyzes and determines the status of applications and forms, referring problems or unique situation to a supervisor for assistance and resolution. Notifies students of need for additional information.
- Enters application data onto a computerized student information system. Makes residency determinations, computes and collects fees, and balances money collected. Forwards money to the appropriate office.
- Processes registration and enrollment changes; forwards information for posting of student drops; assures accurate accounting through computer entry of enrollment changes and fees collected or owed.

- Receives, forwards, and processes financial aid applications, reviewing documents for accuracy. Receives questions from students regarding financial aid, referring difficult or involved explanations to others.
- Provides administrative orientation and other information for faculty, coordinating and monitoring grade reporting and attendance accounting.
- Arranges for and/or provides orientation for new students. Arranges for appropriate assessment services for students.
- Coordinates hours and staffing for library, store, lab, and classroom media services. Ensures that audio-visual equipment is in proper working order. Oversees work-study students that provide assistance to students.
- Coordinates bookstore operations during working hours. Coordinates with and supports the main campus bookstore by ordering, receiving, displaying, re-selling, and controlling inventory for textbooks, instructional materials, and other goods and supplies. Assures that daily receipts are transferred to the main campus.
- Oversees process, and performs proctoring of on-site, distance, and on-line course exams, as needed.
- Participates in community activities that enhance the College's presence in the community or locale.
- Provides training and oversees work activities of assigned staff, including student workers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of admissions, registrar functions, and financial aid sufficient to accept admissions to courses and arrange for financial aid. Requires a working knowledge of the demographics in the community. Requires a working knowledge of the College's functions, both academic and administrative. Requires a working knowledge of the software used on campus computers and of hardware to resolve basic problems. Requires well-developed human relations skills to influence others to attend courses on a one-on-one basis, convey technical concepts, and build trust in the community. Requires math skills to monitor a budget. Requires professional writing skills sufficient to prepare marketing-oriented materials and correspondence.

- **Abilities**

Requires the ability to carry out all activities of the position. Requires the ability to assure smooth flow of information to, from and within the campus. Requires the ability to process admissions, student data, and administrative data on a timely basis. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires the ability to move to varying locations. Requires ambulatory ability to operate a personal computer keyboard and audio-visual presentation equipment. Requires visual acuity to drive a car and to read words and numbers. Requires auditory ability to carry on conversations and speak to small groups.

- **Education and Experience**

The position requires an Associates Degree in a business related curriculum and five years of experience in educational clerical support to include admissions, financial aid, and support to instruction delivery. Additional relevant experience may substitute for some higher education.

- **Licenses and Certificates**

A valid driver's license.

- **Working Conditions**

Work is performed indoors where some minimal considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/2003