

Job Description

Position Title: Assistant Program Coordinator

Job Group: Instructional Support

Job Level Group: Support Intermediate

FLSA Status: Non-Exempt

Position Summary:

The Assistant Program Coordinator supports staff responsible for providing a variety of programs. Coordinates student engagement activities. Assists program development, recruitment of student participants, and program evaluation. Provides testing for students to complete college requirements. Performs administrative duties and greets walk-in traffic in assigned area.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs administrative duties and staff assistance for a variety of programs and services.
2. Greets and directs college visitors to campus locations; provides program information and answers questions.
3. Registers and schedules students for college placement testing and provides proctors for final exams.
4. Organizes and advertises activities to encourage student interest, participation, and involvement in the three learning centers.
5. Facilitates the Ambassador Training Program for advanced leadership.
6. Acts as liaison for students, eye doctors and optical stores to support initiative for free reading glasses.
7. Facilitates evaluation activities for campus programs.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Skill in effective communication (both written and oral)
6. Skill in positive, productive and flexible customer service
7. Ability to apply effective and accurate data entry and typing skills

8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED
 - Associate's degree in educational field, office management, or a closely related field of study preferred.
 - One (1) to three (3) years of related experience required.
 - Three (3) to five (5) years of related experience in administrative services and higher education preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required