

Job Description

Position Title: Coordinator, Adult Education

Job Group: Academic Support

Job Level Group: Professional Entry

FLSA Status: Exempt

Position Summary:

The Coordinator, Adult Education develops and coordinates policies, programs, and procedures for daily operation of Adult Education. Plans and provides admissions intake, registration, advising, testing, and new student orientation. Researches, compiles and analyzes data; and, prepares data based reports.

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. Coordinates the development, implementation, evaluation, and supervision of program goals, objectives, and activities.
2. Assists students with College admissions, advisory, testing, and registration services.
3. Researches, compiles, reviews, and prepares data based reports and correspondence.
4. Develops and presents materials used for student recruitment or college program to faculty, staff, students, businesses, agencies, local schools and the community.
5. Participates and assists in developing and monitoring program budgets.
6. Writes proposals, develops, and monitors grants.
7. May oversee paraprofessional and support staff. Prioritizes and assigns work; conducts performance evaluations; ensures staff is trained; and, makes hiring, termination, and disciplinary recommendation.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of principles and methods for promoting programs and services
3. Knowledge of project management principles
4. Knowledge and application of various instructional methodologies
5. Skill in effective communication (both written and oral)

6. Skill in public speaking
7. Skill in budget/resource management
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
9. Ability to apply effective written and verbal communication skills

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments. Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

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.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

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

- Bachelor's degree in Education or a closely related field of study required.
 - One (1) to three (3) years of related experience in Adult Education required.
- 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 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.
- Works some evenings and weekends