



Job Title: Academic Program Coordinator

CLASSIFICATION DESCRIPTION

Department: Academic Program

Pay Grade: 109

FLSA Status: Non-Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for coordinating the operations and activities of an assigned academic program or area and may supervise assigned staff. Duties involve: scheduling classes; training; coordinating work of staff along with external relationships and partnerships; implementing project plans and providing updates; researching and analyzing information and data to improve services or operations; and possibly monitoring the budget and related expenses.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- May assist in recruiting and enrolling students for assigned program.
- Advises students, faculty, and staff on a variety of issues related to assigned academic program area; evaluates students and/or applicants to determine program progress, program adherence, and/or other related issues; and maintains related student files.
- Researches and analyzes a variety of complex data and information including student database information; summarizes findings in reports.
- Coordinates the implementation and evaluation of program goals, objectives, activities, and strategic initiatives; assesses consequences and outcomes of program initiatives.
- Develops and maintains work relationships; participates in/on a variety of meetings, committees, tasks forces, and/or other related groups to communication information regarding services, programs, and areas of opportunity; and represents assigned academic area.
- Provides information to students, parents, school liaisons, and/or other appropriate individuals regarding available courses, programs, registration processes, and/or other related areas.
- May prepare, schedule, and test students for certifications as assigned.
- May supervise staff including assigning work, evaluating performance, training, ensuring employees follow rules, maintaining a safe work environment, and making hiring/termination/disciplinary recommendations.

- May assist in program administration such as purchasing program items, assessing program results, or reporting.
- May monitor and administer a budget by submitting justifications for budget items and monitoring program expenses.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s degree; one (1) year of related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Academic program requirements.
- Customer service principles.
- Program coordination principles, practices, and techniques;
- Research methods;
- Budgeting principles;
- Research methods;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Diverse populations and cultures; and
- Computers and related software applications.

Skills in:

- Advising students on applicable policies and procedures;
- Providing customer service;
- Reviewing and processing paperwork, forms, and/or other items.
- Ensuring compliance with applicable internal and/or external program requirements;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate the work of assigned staff;
- Prioritize and assign work;
- Interpret academic program requirements;
- Maintain confidentiality; and
- Research, analyze, and apply relevant information to the development of departmental processes and programs.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

CPR training if needed because of site or work assignment.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
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Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a relatively safe, secure, and stable work environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.