



Job Title: Sr Academic Program Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 113
FLSA Status: Exempt
Remote Work Eligible: No

JOB SUMMARY

This position is responsible for overseeing an academic program or area, may supervise administrative or program support staff, and may determine staffing needs, schedules, and the use of resources. Duties include: developing internal and external relationships and partnerships; developing project plans; providing project status updates and evaluations; planning, conducting, and analyzing research/information; and may be responsible for developing and monitoring budgets.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates the implementation and evaluation of program goals, objectives, activities, and strategic initiatives; assesses consequences and outcomes of program initiatives.
- Develops and monitors program and/or project plans; implements and monitors compliance with approved policies, procedures, and processes.
- Requests, creates, edits, submits to marketing, and tracks the performance of all social media posts for the program; prepares marketing materials.
- Reaches out and engages with prospective students.
- 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.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned academic area on committees, advocacy groups, and/or other related groups.
- Meets with education partners to evaluate recruitment strategies and issues.

- May purchase course textbooks and equipment to ensure materials are ready for students and faculty on first day of class; may analyze assessments or evaluations of training.
- May coordinate instructors and presenters for training and/or conferences.
- May submit accreditation and Annual Reports to CEA to maintain accreditation if applicable.
- May prepare and conduct student events such as orientation, field trips, or graduation.
- May oversee certification process including preparation and testing.
- May track courses, students, schedules, locations, and equipment.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Assists with budget preparation and administration which include submitting justifications for budget items, and monitoring program expenditures; may assess and process student refunds, transfers, and retakes.
- May oversee registration or learning management system issues.
- May oversee assigned grant.
- Assists with office related duties like answering phones or emails for assigned area.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree; four (4) years of related work experience in area assigned; 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;
- Planning 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:

- Developing and delivering presentations.
- Communicating, both verbally and in writing;
- Advising students on applicable policies and procedures;
- Providing customer service;
- Reviewing and processing paperwork, forms, and/or other related items;
- Planning, coordinating, and implementing program components and activities;
- 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 workers, 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 workers;
- Prioritize and assign work;

- Interpret academic program requirements;
- Research, analyze, and apply relevant information to the development of departmental processes and programs; and
- Maintaining confidentiality.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

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	
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.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
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.		Standing – for sustained periods of time.	
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.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
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.	
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.		Walking – on foot to accomplish tasks, long distances, or site to site.	

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 safe and secure work environment that may periodically have unpredicted requirements or demands.

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.