

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ACADEMIC DEPARTMENT COORDINATOR

FLSA STATUS: EXEMPT - PAY GRADE: 17 - C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Academic Department Coordinator plans, coordinates and manages academic department projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plans and develops goals, guidelines, and procedures for one or more departmental projects.

Develops project budget, approves expenditures, and maintains records: approves project budgets, expenditures, and records.

Interviews, selects, assigns and evaluates the performance of support staff.

Develops, writes, edits, lays out and produces communication; creates, sends and responds to correspondence and inquiries about assigned projects.

Maintains communication with other college departments and community partners.

Supports departmental projects as assigned.

Initiates and monitors different aspects of paperwork.

Updates, researches, analyzes a variety of complex data and information, including student, human capital, and financial database information and summarize findings in reports pulled from the appropriate database/system.

Systematically alert departments and responsible parties of critical dates and time frames for time sensitive reports and data collection (i.e., Drop for Non-Attendance, Schedule Submissions, Low Enrollment Reports, Orientations & Open Houses, Departmental Events, Annual Baccalaureate Reports, Advisory Board Meetings, Employee Workload documents, SPOL, Textbook Adoptions, Taskstream Input, Curriculum Updates, Key People Soft Trainings, IRM dates, Faculty Contracts, Syllabus Review, Faculty Evaluations).

Develop and maintain academic calendar (to alert departments).

Provide regular and frequent communication utilizing college-wide communication systems such as college email, Constant Contact, SharePoint and campus calendar.

Supports the management of budgets including the processing of expense reports and p-card purchases.

Performs other related duties, as required.

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SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Functional and administrative supervision is exercised over faculty department personnel as directed.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university supplemented by three (3) or more years of related experience. Must have effective written and verbal communications skills.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by three (3) years general business experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and

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divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/2017