

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Full-time, 12 month	Title	ACADEMIC COORDINATOR OF CONCURRENT ENROLLMENT & REGIONAL CENTERS
Revised: 12/5/2016	Department	ACADEMIC AFFAIRS
Level: Professional	IPEDS	PROFESSIONAL
FLSA: Exempt – as currently defined by DOL	Reports to	DIRECTOR OF CONCURRENT ENROLLMENT & REGIONAL CENTERS

POSITION SUMMARY

The Academic Coordinator Supports Student Services with admission and enrollment of students. The Academic Coordinator serves as the academic liaison for Crowder College and its high school partners to meet concurrent enrollment and regional center needs. This position also assists the Director with regional center duties. Works with Crowder division chairs to ensure quality instruction at the high schools and schedules concurrent enrollment and regional center courses.

MAJOR FUNCTIONS

1. Advise, enroll, and recruit students
2. Meet with Crowder division chairs/lead instructors to understand departmental quality standards and requirements.
3. Frequent updates and reporting to Director of Concurrent Enrollment & Regional Centers.
4. Ensure concurrent enrollment program remains in compliance with NACEP accreditation standards.
5. Communicate quality standards to high school faculty, counselors, and administrator.
6. Serve as the first point of contact for high school administrators, counselors, and faculty for concurrent enrollment purposes.
7. Provide support to division chairs and lead instructors with concurrent enrollment faculty evaluations.
8. Coordinate the approval of potential concurrent enrollment and regional center faculty with division chairs by providing complete instructor credential file.
9. Advise and enroll concurrent and regional center students towards completion of certificate and/or associate's degree.
10. Schedule courses and input information into the college computer system each semester.
11. Provide annual adjunct training for concurrent enrollment instructors each summer.
12. Ensure that Crowder College course syllabi and textbooks are being followed.
13. Confirm calculated payroll amounts to Academic Affairs for the concurrent enrollment and regional center faculty each semester.
14. Manage annual concurrent enrollment and regional center budget.
15. Perform other related duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required, Master's degree preferred.
2. Previous college or high school work experience preferred.
3. Excellent written, communication, and organizational skills.
4. Well developed and confident oratory skills.

5. Ability to maintain a positive working relationships with faculty, staff, administrators, students, parents, and community members.
6. Understanding and commitment to the community college philosophy and mission.
7. Must possess valid driver's license and clean driving record.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, copiers, fax, and telephones.
2. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to understand operating a personal computer within the Crowder College Network environment.
 - Ability to use E-mail.
 - Ability to perform basic MS Office functions.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Usually day-time working hours, but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. Requires frequent travel to high schools, technical centers, and other Crowder College centers.
4. A neat appearance and appropriate business like apparel is required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting or standing most of the time but will involve mobility within the office and service locations, driving to various locations, distribution of materials, and related activities.
2. Input and access information using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. Light lifting (5 – 20 pounds) may be required periodically.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Effective telephone communication skills, including ability to obtain and provide information verbally.
2. Ability to communicate effectively with a variety of people, including students and the general public.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.