

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: Full-time, 12 month	Title	ACADEMIC COORDINATOR OF CONCURRENT ENROLLMENT AND JOPLIN ADVANCED TRAINING & TECHNOLOGY CENTER
Revised: 4/18/2018	Department	ACADEMIC AFFAIRS
Level: Professional	IPEDS	PROFESSIONAL
FLSA: Exempt – as currently defined by DOL	Reports to	DIRECTOR OF CONCURRENT ENROLLMENT AND JOPLIN ADVANCED TRAINING & TECHNOLOGY CENTER

POSITION SUMMARY

The Academic Coordinator supports Student Services with recruitment, 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 the Joplin Advanced Training & Technology Center (ATTC) needs. This position also assists the Director with related 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. Update and report frequently to Director of Concurrent Enrollment and Joplin Advanced Training & Technology Center.
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. Schedule courses and input information into the college computer system each semester.
10. Provide annual training for concurrent enrollment adjunct instructors each summer.
11. Ensure that Crowder College course syllabi and textbooks are being followed.
12. Confirm calculated payroll amounts to Academic Affairs for the concurrent enrollment faculty each semester.
13. 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. High level attention to detail.

6. Ability to maintain a positive working relationships with faculty, staff, administrators, students, parents, and community members.
7. Understanding and commitment to the community college philosophy and mission.
8. 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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Usually day-time working hours, but adjustment of hours involving evening and/or weekend work are required from time to time.
4. Requires frequent travel to high schools, technical centers, and other Crowder College centers.
5. 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.
5. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear. Specific vision abilities required by this job include close vision.

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.