

RE-ENTRY CENTER COORDINATOR I***DEFINITION**

To supervise the operations of the Re-entry Center; and to coordinate the planning, development and implementation of special activities programs for students, particularly women on campus.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from administrator.

Exercises technical and/or functional supervision over student assistants.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise the daily activities of the Re-entry Center; provide information on re-entry and women's programs; maintain bibliotheca and resource files on women's issues; meet with instructional and other departmental staff to plan programs and special events to meet the needs of re-entry students; maintain records of Center activities and submit necessary reports; train and supervise student staff and assistants in the Center; coordinate the development and implementation of student outreach programs; maintain communication with community agencies dealing with re-entry student's needs and issues; attend meetings as necessary to represent the Re-entry Center; develop and promote publicity for the Center and re-entry programs: contact newspapers, design fliers, and produce newsletters; monitor the Center's supply and student payroll budget; perform related duties as assigned.

QUALIFICATIONSKnowledge of:

The special needs of re-entry students in an academic environment.

Crisis counseling and intervention techniques.

English usage, grammar, spelling and punctuation.

Campus and community resources.

Modern office methods, practices, and procedures, including filing systems and telephone techniques.

Skill to:

Analyze situations accurately and adopt an effective course of action.

Train and supervise student assistants.

Prepare and maintain accurate and complete records and reports.

Work independently in the absence of supervision.

Communicate effectively and tactfully in both oral and written form.

Plan and implement student outreach programs.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of general clerical experience involving frequent public or student contact.

Training:

Equivalent to completion of an Associate of Arts degree in human services or a closely related field.