

**Contra Costa Community College District  
Classification Specification**

**Satellite Business Services Coordinator**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Paraprofessional	PEU Local 1	65	05/01/08	Classified	1 of 2

**DEFINITION:** Under general supervision of the manager, this position coordinates the operations of an education satellite program and provides paraprofessional administrative, technical and business office support.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Coordinates the daily operations at the satellite center including student services administration, building facilities management and security, classroom schedule assignments, classroom and office equipment maintenance, and business office duties in order to ensure smooth operations.
- Monitors satellite site workflows; tracks operations' staffing needs; schedules, assigns and trains permanent and hourly workers and student assistants to perform essential staff functions.
- Works with Dean, Department Chairs, and Faculty regarding class scheduling; organizes room utilization for faculty, staff and external organizations to reserve classrooms and conference room space as well as resolves room schedule conflicts.
- Serves as a liaison between main campus and satellite to insure effective services in the following areas: Bookstore, Central Services, Mail Room, Admissions and Records, Assessment, Student Services, Payroll, Cashier, Counseling, Financial Aid, Police Services and Information Technology.
- Provides accurate information on college programs and services to support students.
- Coordinates the monitoring and troubleshooting of a variety of office and classroom equipment at the center to ensure proper functioning including computers, credit card machines, faxes, telephones, printers, overhead projectors, LCD units, TV/VCR/DVD units, projection screens, whiteboards, desks, furniture, alarm equipment, photocopiers and calls for maintenance service as necessary.
- Coordinates satellite center administrative duties including ordering supplies, equipment, faculty absence reporting, composes correspondence and reports.
- Monitors expenditures, processes payments, and assists in the budget planning process.
- Coordinates cash receipts and reconciliation process for Registration, Bookstore, and sales of miscellaneous supplies; security and storage of cash drawers and deposits; coordinates delivery of deposits to main campus cashiers.
- Coordinates with internal and external college representatives for on-campus advising and counseling.
- Coordinates with landlord with regard to HVAC, building, parking lot and janitorial maintenance issues.
- Participates in special activities, projects and events as needed.
- Exercises functional and technical supervision over support staff.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** District and other policies, procedures, and regulations related to community college services and programs; practices for techniques, and procedures used in planning, developing, directing administrative activities in a business office; principles and methods of basic accounting and reconciliation practices; program; personal computers using word processing, spreadsheet, database and presentation software.

**Ability to:** Independently perform assigned administrative duties with accuracy; interpret and apply rules, regulations and policies of the district; Analyze situations and make sound decisions in procedural matters without supervision; communicate effectively both orally and in writing; prepare statistical and narrative reports

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in a clear and concise manner; proficiently use spreadsheet or word processing software running on a micro computer; learn and understand all aspects of assigned function; serve as a resource person to staff; establish and maintain cooperative working relationships with those contacted in the performance of duties.

**Education/Training:** Completion of an AA/AS degree or the equivalent to, from an accredited college with major course work in business or a related field.

**Experience:** Five years experience of progressively responsible experience performing administrative and clerical duties in an educational institution or office setting.

Adopted: 05/01/08