SATELLITE CENTER COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	65	**07/01/2017**	Classified	1 of 2

DEFINITION

To coordinate the daily operations of a Satellite Center, and to provide administrative, technical and business services.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates, schedules, oversees, monitors, and participates in all levels of office and business services, including student services administration, building facilities management and security to ensure smooth operations.
- Monitors Center workflows; tracks staffing needs; reports faculty absences; schedules, assigns and trains permanent and hourly staff and student assistants to perform essential staff functions.
- Works with College Deans, Department Chairs, and Faculty regarding scheduling; organizes room utilization for faculty, staff and external organizations to reserve offices, classrooms or conference room space as well as resolve room schedule conflicts.
- Serves as a liaison between office and main campus to establish and coordinate a broad range of business and student services including but not limited to: Central Services, Information Technology, Police Services, Bookstore, Admissions and Records, Assessment, Cashier, Counseling, Disability Support Programs and Services (DSPS), Financial Aid, Library, Transfer Activities.
- Disseminates information to faculty, staff and students about Center programs, services, hours of operation, emergency information, and security.
- Coordinates the maintenance and troubleshooting of a variety of Center and classroom equipment to ensure proper functioning, and arranges maintenance service as necessary.
- Coordinates Center administrative duties, including ordering supplies and equipment and composing 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.
- Maintains security and storage of cash drawers and deposits.
- Coordinates with internal and external college representatives for on-campus advising and counseling.
- Addresses facilities issues (HVAC, building, parking lot, etc.).
- Participates in special activities, projects and events as needed.
- Performs related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of:

- District and other policies, procedures and regulations related to community college services and programs.
- Practices and procedures used in planning, developing and directing administrative activities in a business office.
- Principles and methods of basic accounting and financial reconciliation.
- Modern software applications (Microsoft Office Suite, etc.).
- Education management systems.

Skill/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 in a clear and concise manner.
- Learn and understand all aspects of assigned function or office.
- Serve as a resource person to staff.
- Serve students, staff and colleagues in a helpful, empathetic, professional manner.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties.
- Organize, prioritize and supervise the work of others.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Six (6) years of progressively responsible experience performing administrative and clerical duties in an educational institution.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, or the equivalent.

Adopted: 07/01/17