

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 118

CLASS TITLE: COORDINATOR, SPECIAL PROJECTS-TECHNOLOGY & HEALTH

BASIC FUNCTION:

Under the direction of the Dean-Technology and Health Division, organize and coordinate the daily activities for special projects within the Technology and Health Division including specially funded grant activities; serve as a liaison between students, faculty, staff, administration and outside agencies as required for implementation of special projects; oversee and direct the tracking and reporting of data for all special projects; develop and maintain relationships with outside agencies and campus resources relative to special projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and coordinate the daily activities for special projects to meet program objectives and timelines;

Monitor student enrollment activities in special projects, student participation rates and resource utilization;

Prepares and maintains a variety of budget records and reports;

Serve as a liaison of special projects and related communications for implementation of projects; respond to inquiries and provide information concerning project activities and program objectives;

Schedule and oversee the work of hourly and student employees;

Oversee and participate in the preparation and maintenance of various records, reports and files related to special activities and student participation;

Assist in the development and maintenance of grants and other funding sources; provide input and feedback related to current and future activities;

Provide recommendations to the Dean-Technology and Health Division concerning enhancements to existing and future special projects;

Research and recommend program equipment and supplies; anticipates program supply needs; takes inventory and orders supplies for the program;

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

**CSEA Approved
December 2011**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and procedures
Technology & Health Division organization, programs, policies and procedures
Standard office procedures and correspondence formats
Operation of a computer and assigned software
Computer data entry techniques
Interpersonal skills including tact, patience and courtesy
Oral and written communication skills
Correct English usage, grammar, spelling, punctuation and vocabulary
Modern office practices, procedures and equipment
Record keeping techniques

ABILITY TO:

Organize and coordinate the activities of special projects
Work confidentially with discretion
Plan, organize and prioritize work
Meet schedules and time lines
Work independently with little direction
Organize and maintain files
Communicate effectively both orally and in writing
Operate a variety of office equipment
Operate a computer and assigned software
Understand scope of authority in making independent decisions
Review situations accurately and determine appropriate action according to established guidelines
Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and two years of experience related to the coordination and operations of outcomes-based projects.

LICENSES AND OTHER REQUIREMENTS:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching to file materials.

Lifting objects up to 25 pounds as the job requires.

Reasonable Accommodation shall be provided as required.