

DIVISION COORDINATOR (COMMUNITY COLLEGE EXTENSION SITES)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class is responsible for the operation of one of the Community College's extension centers, including but not limited to current locations in Mt. Vernon, Ossining, Peekskill White Plains and Yonkers. Responsibilities involve working with higher level academic staff and the College's administration in developing a full-range of educational programming and academic curricula for credit and non-credit courses, substantively participating in the recruitment and hiring of academic, professional and clerical support staff, directing instructional activities to ensure a safe and effective learning environment for academic staff and students, and managing the overall maintenance of the extension site facility. An incumbent is also responsible for marketing academic and educational programs, developing and administering the site's budget and maintaining liaison with businesses and community stakeholders at each site to ensure the needs of area residents are being addressed. While incumbents maintain frequent contact with College administration, considerable leeway is given for the frequent exercise of independent judgment in making decisions affecting extension center academic programs and operations. Supervision is exercised over academic, professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and participates in the development and implementation of academic curricula for both credit, and non-credit lifelong learning courses at a Community College Extension Center;

Develops educational programming activities and monitors the implementation of same; monitors program performance to ensure optimal efficiency and makes modifications to program elements in consultation with higher level academic staff to address issues as they arise;

Participates in the recruitment of academic, professional and clerical support staff by vetting applications, conducting interviews, and selecting candidates for employment;

Supervises and/or directs the work of academic, program and clerical support staff through subordinate supervisors by delegating and evaluating work, approving staff time and leave requests, and taking disciplinary action, as required;

Manages facility operations, maintenance and vendor contracts in consultation with the Community College's Business Office and Physical Plant and Purchasing Departments; ensures the facility is operational and safe for students, faculty and staff in this regard on a 24/7 basis;

Consults with managerial staff within the Community College's Business Office and Purchasing Departments on vendor contracts, as needed;

Prepares the annual budget and other fiscal reports for an Extension Center; oversees fiscal and budgetary activities by monitoring expenses and consulting with the Community College's Business Office;

Establishes and maintains community liaison with businesses and other neighborhood stakeholders to collaborate on, and address issues affecting residents in the area in which the Community College Extension Center operates;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops and implements a marketing program designed to promote Extension Center curricula and educational programming services;

Consults with federal, state and local agencies and prepares reports as required;

Consults with funding sources to identify funds for projects;

Participates in conferences, community meetings, seminars, professional and governmental meetings;

Prepares, reviews and analyzes periodic reports to evaluate progress toward programmatic goals and objectives and to assess efficiency of services;

Keeps abreast of developments in program areas and in the field of education;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of educational program administration; thorough knowledge of community organizations and funding resources for educational programs; knowledge of marketing tools and stratagem; knowledge of public administration practices and principles with regard to budgeting and fiscal activities; ability to communicate, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, email and database software; sound professional judgment; initiative; ability to get along with others; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Either: (a) Master's Degree* in Education, Educational Administration, Public Administration, Business Administration or a related field and two years of experience in the administration of an academic, programmatic or support services area in the field of Education or in the public sector; or (b) Bachelor's Degree* and four years of experience as defined in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's degree* in Education or a closely related field may be substituted on a year for year basis for up to two years of the experience as defined in (a).

West. Co.
J.C.: Pending
DRC3

Job Class Code: E0938
Job Group: W01

