

PROGRAM ADMINISTRATOR (COMMUNITY COLLEGE EXTENSION CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for a range of activities including the development and administration of educational programs at the Community College's extension locations, including but not limited to current locations in Mt. Vernon, Ossining, Peekskill, and Yonkers. Responsibilities involve serving on behalf of the Division Coordinator of extension locations, working with academic and administrative staff in developing a full-range of educational and co-curricular programming for credit and non-credit courses, participating in the recruitment and hiring of academic, professional and clerical support staff, supporting the enrollment management strategies of the college through recruitment and retention initiatives and student engagement activities, assists the Division Coordinator in coordinating instructional and Student Life programs to promote a safe and effective learning environment for staff and students, while also helping to oversee the maintenance and operations of the extension site facility. An incumbent is also responsible for the implementation of projects with the County, outside agencies, colleges and high schools; development of program evaluation designs; development of contacts with grantee agencies, and the general administration of projects including hiring of personnel and managing budgets. This class is distinguished from Program Specialist (WCC) by the scope of programmatic responsibility, as well as the scope and nature of supervision. Supervision is exercised over academic, professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the development and implementation of academic and lifelong learning curricula for both credit, and non-credit and educational programming, student life and student engagement programming and activities at the Community College Extension locations;

Plans, implements and evaluates assigned programs and coordinates operations with other programs or agencies to ensure effective services and achievement of established goals;

Monitors the implementation of educational programming activities; 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;

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

Consults with funding sources to identify funds for projects;

Conducts interviews with prospective students, examines records, recommendations and other materials pertaining to students enrolled in program;

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

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

Interacts with College administration, faculty and students in developing and implementing projects;

Provides technical assistance to staff in program and service areas;

Contributes to the preparation of the annual budget and other fiscal reports for an Extension location;

Plans, coordinates and evaluates the work of assigned staff;

Hires and evaluates the work of adjunct non-credit faculty in assigned program area(s); participates in the coordination and scheduling of non-credit classes and adjuncts faculty required to teach courses;

Prepares, reviews and analyzes periodic reports to evaluate and assess 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles and practices of educational program administration; good knowledge of community organizations and funding resources for educational programs; 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, e-mail and database software; sound professional judgment; initiative; ability to get along with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either:

(a) three years experience in the field of education, educational administration, or analyses of customer needs, program operations, marketing or customer services; or (b) satisfactory completion of 30 credits toward a Master's degree* may be substituted for each year of the experience as defined in (a).

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*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: PENDING
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Job Class Code: C3367
Job Group: XII

