FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Campus Coordinator

BASIC FUNCTION:

Under the direction of the Dean of College Services, coordinate the activities and operations of the College during the evening hours; serve as a liaison between students, faculty and administrators; coordinate campus services and monitor campus and off-campus facilities during assigned day and/or evening hours.

REPRESENTATIVE DUTIES:

1. Coordinate campus services in the evening to provide quality educational opportunities and resources to evening students; monitor campus and off-campus facilities during assigned day and/or evening hours.
2. Oversee the day-to-day operation of the College Administration Office; compose materials to promote College activities.
3. Evaluate the operations and activities of the evening College Program; recommend improvements and modifications to appropriate administrators.
4. Assess student needs and with direction from the Dean develop responsive programs to benefit improvements and modifications to the appropriate administration.
5. Communicate with college divisions and departments to facilitate effective day, evening, weekend and extended campus college services, programs and activities.
6. Coordinate non-academic and academic facility rentals; develop and implement a marketing plan to promote facilities rental.
7. Provide recommendations regarding marketing plans to publicize and promote the day, evening, weekend and extended college Program to the community.
8. Research, identify and negotiate contracts for rental facilities; hire and oversee contract personnel.
9. Communicate with students, faculty, staff and the public and resolve issues or concerns regarding the resources and operations of the day, evening, weekend and extended college services.
10. Prepare and maintain a variety of reports, records and files related to the operation and activities of the day, evening, weekend and extended college.
11. Develop and prepare the budget for the day, evening, weekend, facilities and extended college; control and monitor expenditures.
12. Operate a computer and other assigned office equipment.
13. Attend a variety of meetings as assigned.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
1. College operations, policies and rules and regulations.
2. Marketing and publicity of educational programs and services.
3. Oral and written communication skills.
4. District organization, operation, policies and objectives.
5. Record-keeping techniques.
6. Interpersonal skills using tact, patience and courtesy.
7. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Coordinate the activities and operations of the College during the evening hours.
3. Serve as a liaison between students, faculty and administrators.
4. Coordinate campus services and monitor campus and off-campus facilities during evening hours.
5. Participate in marketing the College.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Prepare and maintain a variety of records and reports.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in business administration, public administration or related field and three years increasingly responsible administrative experience in an educational environment.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.
2. Evening or variable hours.
3. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.

DATE APPROVED: March 1, 1999
RANGE: N-56
EEO-CATEGORY: H-30