



## Cordele Center Coordinator Cordele

CORDELE/2

### JOB SUMMARY

This position is responsible for coordinating the administrative operations of the Cordele Center.

### MAJOR DUTIES

- Assists students with admissions, financial aid, registration, and other related functions.
- Proctors exams.
- Inputs classes to the Banner system.
- Places textbook orders.
- Coordinates adjunct faculty textbooks, syllabi and grades.
- Maintains office supply inventory; reorders as needed.
- Answers telephone and greets visitors; provides information and assistance.
- Opens the campus facilities at the beginning of the work day.
- Coordinates the delivery of video conference classes; administers tests; hands out materials; takes attendance; packages materials for transport to Albany campus.
- Coordinates facility maintenance.
- Assists students, faculty and staff with computer, printer or other electronic issues.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and departmental policies and procedures.
- Knowledge of business English, spelling, punctuation and arithmetic.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the management of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Dean, Cordele Center assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the college catalog, the student handbook and college and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate the administrative operations of the Cordele Center. Successful

performance helps ensure the efficiency and effectiveness of campus operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and climbs ladders.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned part-time personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.