

# COLLEGE OF CENTRAL FLORIDA

## .JOB DESCRIPTION

JOB TITLE: COORDINATOR – PERKINS PROFESSIONAL DEVELOPMENT INSTITUTE

PAY GRADE: P-10

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITIES:

To coordinate day-to-day operations of the Perkins Professional Development Institute grant.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in Education, Business, Management, Communications, Technology, or related field required.
2. Years of experience in field: Five years' experience in a responsible position at an educational institution or in community relations required.
3. Special skills or abilities related to position: Demonstrates sales and customer service skills. Ability to communicate effectively both verbally and in writing. Proficient in organizing and managing multiple projects and activities. Ability to develop, implement and evaluate programs and projects. Ability to initiate and follow through on projects with minimal supervision. Proficient in Microsoft® Office applications. Excellent written, oral, electronic communication and people skills.
4. Must have a Florida driver's license and be able to travel as needed.
5. May be required to work a flexible schedule in order to meet customer needs.

### ESSENTIAL JOB FUNCTIONS:

1. Identifies potential instructional vendors, oversees their effectiveness and processes payment for services.

2. Handles all instructional requests from, and corresponds directly with, individuals and educational organizations.
3. Verifies eligibility by reviewing submitted applications against the Technical Skills Attainment Inventory published annually by the Florida Department of Education.
4. Reviews and approves hosting requests, as well as possible use of commercial vendors, and submits vendor bids following stated procurement guidelines.
5. Processes and approves reimbursement requests as submitted.
6. Updates website (www.perkinspdi.org) with current grant information, forms, processes and updates, including pertinent grant deadlines and availability of grant funds.
7. Regularly communicates with Florida Department of Education personnel.
8. Provides reports and metrics for the Florida Department of Education and the CF's Business and Technology Division upon request.
9. Maintains database of vendors and students, and tracks various grant statistics, such as number of applications received and number of certifications awarded.
10. Tracks usage of grant funds and works to spend all available funds in each grant year.
11. Represents the Professional Development Institute and makes presentations as needed.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to access, input and retrieve information from a computer or other electronic device.
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- Travel in and out of district as needed.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: Director – Corporate College