

## COLLEGE OF CENTRAL FLORIDA

### .JOB DESCRIPTION

JOB TITLE: BUSINESS TECHNOLOGY INSTITUTE COORDINATOR

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITIES:

To implement non-credit courses and training in Business, Technology, and related programs for individuals, business, industry and public sector organizations.

To support and coordinate employer needs for interns and coop students in various A.S. and Bachelor-level programs.

To develop and maintain steady relationships with local employers regarding coop and internship opportunities.

To assist students in locating coop and internship opportunities, and obtaining proper approvals and documentation.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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 professional or administrative leadership positions at educational institutions or in community relations required. Experience working with students and faculty implementing processes or programs 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.

PREREQUISITES FOR POSITION (Qualification Standards Continued):Special skills or abilities related to position (Continued):

4. Must have Florida driver license and travel throughout tri-county service area.

ESSENTIAL JOB FUNCTIONS:

1. Assist in recruiting and selecting instructors, documenting eligibility of instructors to teach non-credit courses, preparing hiring documentation, reviewing policies and procedures with new instructors and assuring instructor payrolls are submitted.
2. Function as ambassador and central point of contact for marketing (1) non-credit Business and Technology programs, and (2) coop and internship programs.
3. Coordinate with faculty and students concerning coop and internship opportunities, procedures, approvals, insurance and documentation.
4. Maintain enrollments, budgets and training records using Higher Reach software.
5. Monitor and evaluate classes or seminars to ascertain effectiveness of instruction.
6. Oversee training and calendar to assure all room arrangements, training handouts, supplies, equipment, and refreshments are available for scheduled activities.
7. Track evaluations and client feedback to assure outstanding customer service and implement improvements where necessary.
8. Maintain strong and positive working relations with employers and organizations to provide support to faculty and students.
9. Assist in course, seminar or program development and in monitoring classes or seminars.
10. 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 accommodations 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 clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.

PHYSICAL DEMANDS (Continued):

- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Travel in service area may be required.

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

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: AVP Career and Technical Education