

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: Evening Coordinator – Citrus Campus (PT)

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible to serve as resource person for faculty, staff, students and visitors at the Citrus Campus during evening hours of operation. Work with minimal supervision.

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: Associate degree required.
2. Years of experience in field: Two years of work experience in an educational setting required, preferably at the college level.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of college practices and procedures. Knowledge of the overall functions and operations of instructional services, student services, public safety and conference services. Ability to operate a computer in entering, retrieving, and manipulating data. Ability to prepare documents and compose letters and memoranda. Ability to establish and maintain effective working relationships with employees, students and the general public. Ability to relieve the schedule of the supervisor. Ability to assist faculty, staff and students with basic questions during evening hours.

ESSENTIAL JOB FUNCTIONS:

1. Function as an aide to an administrator, serving as general resource person during evening hours. Provide information regarding the services and operation of the campus.
2. Welcomes visitors and receives and screens calls and makes references to appropriate offices.
3. Coordinates Institute for Community Advancement activities.
4. Prepares ongoing campus activity updates for Marketing & Public Relations.
5. Coordinates Citrus requests for Office of Professional Development offerings.

ESSENTIAL JOB FUNCTIONS (Continued):

6. Coordinates Citrus Campus webpage reviews and updates.
7. Maintains bulletin board postings, signage, and electronic marquee messages.
8. Assists with special projects and other campus events as needed.
9. Make decisions in accordance with college policies and procedures. Provide information regarding policies and procedures to students and the public.
10. Function as lead worker over student assistants.
11. Will be required to work a flexible schedule—late afternoons or evenings, or on weekends.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Vice President – Citrus Campus