

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: Evening Coordinator – Citrus Campus
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

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 “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: Associate’s degree required.
2. Years of experience in field: Two years’ 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. Welcome visitors and receives and screen calls and makes references to appropriate offices.
3. Coordinate Institute for Community Advancement activities.
4. Prepare ongoing campus activity updates for Marketing & Public Relations.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Coordinate Citrus requests for Office of Professional Development offerings.
6. Coordinate Citrus campus webpage reviews and updates.
7. Maintains bulletin board postings, signage, and electronic marquee messages.
8. Assist 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.)

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

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 for Regional Campuses