

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: COORDINATOR – RECRUITMENT AND RETENTION, BUSINESS AND TECHNOLOGY

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

Recruiting, marketing, community relations and data management of A.S. and B.A.S. programs.

To support and coordinate employer needs for interns and co-op students in various A.S. and Bachelor level programs while maintaining steady relationships with local employers. Coordinate activities with local business, industry, and community leaders along with college, regional, and state personnel to enhance Career and Technical Education.

To assist students in locating co-op and internship opportunities, and obtaining proper approvals and documentation. Track student progress related to retention, industry certifications and career goals.

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 of full-time 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.

Special skills or abilities related to position (Continued):

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. 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 instructor 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.
3. Coordinate activities with local business, industry, and community leaders along with college, regional, and state personnel to enhance Career and Technical Education.
4. Assist the faculty with advisory committee activities for A.S. programs.
6. Assist in the management of state reports for performance standards and measures, industry certifications, operational reporting, and programmatic reporting.
7. Assist in the management of the workforce guarantee graduate program for A.S. programs.
8. 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 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.

PHYSICAL DEMANDS (Continued):

- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- 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: Dean, Business, Technology, and Career and Technical Education