

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR – EDUCATIONAL OPPORTUNITY CENTER

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Develop, coordinate, supervise and evaluate Educational Opportunity Center activities, programs and services for participants in Citrus, Levy or Marion Counties.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in Psychology, Education or related field required.
2. Years of experience in field: Minimum three years experience working with a diverse student population in career counseling, remediation, assessment, testing, counseling/advisement, learning lab or related student services field; community college level is preferred.
3. Special skills or abilities related to position: Ability to read and interpret state and college regulations relating to academic advisement and career counseling. The ability to promote college programs to prospective students. Knowledge and understanding of the technical and educational aspects of all college programs. Ability to acquire knowledge of financial aid opportunities, programs, rules, and regulations. Must be able to maintain student records and interpret data. Working knowledge of the personal computer. Ability to work with the public, especially educationally and financially disadvantaged individuals and individuals with disabilities. Knowledge of and ability to instruct students in computer software tutorial and remediation programs. Some knowledge of standardized and special testing and assessment instruments. Ability to develop, coordinate, supervise and evaluate programs, services and activities for special populations.

### ESSENTIAL JOB FUNCTIONS:

1. Coordinate and supervise services and activities of middle school, young adult, and GED participants.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Hire, supervise and train middle school and G.E.D. tutors.
3. Facilitate participant access to postsecondary education by assisting students in placement testing, admissions, financial aid, registration and academic advising.
4. Inform county residents, community agencies and schools about the Educational Opportunity Center program through presentations, festival booths, flyers and individual advisement sessions.
5. Develop remediation programs for participants needing assistance with the TABE and other placement tests.
6. Coordinate and implement educational, career, and financial aid activities and information sessions for all participants.
7. Refer students to appropriate college personnel for special circumstances.
8. Administer tests and assessment instruments.
9. Establish and maintain relationships with community service agencies.
10. Provide career development services to appropriate participants.
11. Evaluate Educational Opportunity Center programs, services and activities.

(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

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director - Educational Opportunity Center

11/30/98