

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HAMPTON CENTER COORDINATOR

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

The Hampton Center Coordinator provides administrative support to academic units located at the Hampton Center to facilitate the needs of students, and employees, and build relationships with the community.

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. Bachelor's preferred.
2. Years of experience in the field: Minimum of two years of experience in an educational environment or administrative assistant experience required.
3. Special skills or abilities related to the position: Knowledge and understanding of the college organization, goals and objectives, and policies and procedures. Demonstrated ability to work with people and to deal effectively with outside agencies, college administrators, employees, students, and the public. Excellent organizational, written, and oral communication skills. Ability to manage multiple tasks and meet deadlines. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. Ability to make presentations to small and large groups. Evidence of computer skills including word processing, spreadsheet, database, and data input, analysis, and retrieval. Ability to keep complex records, assemble and organize data and meet deadlines. Ability to handle confidential/sensitive information efficiently. Ability to work with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

1. Assist the associate dean with the development and implementation of programs that meet the needs of the community.

ESSENTIAL JOB FUNCTIONS (continued):

2. Assist the associate dean in compiling grant information and application materials for proposal preparation and submission and accreditation reports.
3. Conduct statistical comparison of program effectiveness for supervisor's use.
4. Assist with special projects and other center events as needed.
5. Approve and maintain postings, signage, and electronic marquee messages.
6. Prepare and maintain correspondence as required; prepare computerized presentations.
7. Establish and maintain filing system and files and retrieve various records, files, forms, reports, and/or related departmental documents, as directed.
8. Perform general administrative support duties including receptionist, scheduling of space utilization, preparation of excel spreadsheets, assisting in the preparation, maintenance, and monitoring of the department budget, maintaining and processing of specialized office files, office staff payroll certification, coordination of travel, minutes of meetings.
9. Coordinate center webpage reviews and updates.
10. Assist with responding to data requests from other college departments and the community related to the Hampton Center.
11. May be required to work a flexible schedule - late afternoons or evenings, or on weekends.
12. Perform 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 a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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: Ocala Hampton Center

SUPERVISOR OF POSITION: Associate Dean of Health Sciences