Job Title: Coordinator, Academic Affairs

GENERAL DESCRIPTION: The Coordinator, Academic Affairs performs advanced clerical support and administrative work directing the management of the Division of Academic Affairs. This position directly supports the Provost and indirectly supports the respective Deans, instructional staff, administrators, staff, students, and the community to assure effective operation of the Instructional Division. Work is performed under the general administrative supervision of the Provost.

ESSENTIAL JOB DUTIES:
1. Secures details of specialized information, coordinating office work and providing information regarding the services and operations of the Instructional Division.
2. Screens escalated classroom-related issues, provides resolution when appropriate.
3. Coordinates facilities operations of the Middle and Upper Keys Centers.
4. Facilitates completion of program feasibility studies for both prospective and current programs.
5. Maintains institutional documents; including but not limited to, SACSCOC correspondence, Curriculum Committee documents related to program and courses, and state reports.
7. Communicates directives and instructions to staff with the authority of the Provost.
8. Performs responsibilities of an institutional nature.
9. Assists Provost in research and preparation of the annual schedule. Coordinates each term’s schedule, verifying the data, and working with Enrollment Services to achieve accurate input.
10. Submits New Course/Change Course/Delete Course requests to the State. Acceses on-line State Course Numbering System for needed information.
11. Produces and distributes various course schedule and instructional reports for management, faculty, and staff.
12. Verifies course information on Independent Study requests, forwarding to Enrollment Services and following-up for instructor payment.
13. Participates in the Division of Academic Affairs’ efforts, activities and responsibilities with regards to SACSCOC accreditation and reaffirmation.
14. Makes arrangements for conferences. Informs participants of discussion topics, and provides background information. Serves as recording secretary at conferences or meetings.
15. Coordinates the preparation, review, and submission of required state reports. Initially meets with the public, faculty, and students, handling all incoming calls and correspondence, researching background information and advising the Provost.
17. Coordinates the preparation, review, and submission of adjunct faculty payroll and submission of load letters to all full time faculty.
18. Coordinates the preparation, review, and submission of adjunct contracts.
19. Submits and coordinates programs to the State and coordinates courses with Deans and Department Chairs.
20. Assists in all College recruitment and retention efforts, as appropriate.
21. Required to attend Graduation/Commencement ceremonies.
22. Additional 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.)
KNOWLEDGE, SKILLS AND ABILITIES:
1. Knowledge of business English, spelling and grammar, in order to prepare documents and compose letters.
2. Knowledge of office practices and procedures.
3. Knowledge of College policies, procedures, and practices.
5. Ability to use sound judgment and make decisions when applying college policy and procedures.
6. Ability to perform a variety of tasks simultaneously, under time constraints and in stressful situations.
7. Ability to be detail-oriented and organized.
8. Ability to operate a computer, including office software packages, such as Word, Excel, Access, etc.
9. Ability to establish and maintain effective working relationships with faculty, staff, students and the public.
10. Ability to perform basic math calculations.
11. Ability to communicate both verbally and in writing.
12. Ability to perform duties with minimal supervision.
(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

EDUCATION AND QUALIFICATIONS:
- Graduation from an accredited College or University with a Bachelor’s Degree in a related field.
- Three (3) years progressively responsible experience in advanced administrative support work.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
- None

PHYSICAL SKILLS:
- None

ENVIRONMENTAL CONDITIONS:
- Works inside an office environment.
(Reasonable accommodations will be made for qualified individuals with a disability.)

Revised 8/2015

SALARY: $37,562 - $41,318
CLOSE DATE: Open Until Filled
TO APPLY: Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

Notice of Non-Discrimination
Florida Keys Community College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Equity Officer: Carolina Serna, Human Resources Manager
(305) 809-3504 or carolina.serna@fkcc.edu

Title IX Coordinator: Erika MacWilliams, Dean, Student Affairs
(305) 809-3277 or erika.macwilliams@fkcc.edu

Disability Services: Suzy Park, Advisor and Disability Services Coordinator
(305) 809-3266 or suzy.park@fkcc.edu

Mailing Address: Florida Keys Community College, 5901 College Road, Key West, FL 33040