CLASSIFICATION DESCRIPTION TITLE: CAMPUS SALES COORDINATOR

FLSA STATUS: EXEMPT

CLASSIFICATION SUMMARY: To promote the College as a community resource and to develop business and community relationships so as to enhance workforce development by brokering training and development solutions.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Cultivate and manage local relationships so as to provide training solutions for local business that will result in a more competent workforce.

2. Sell training solutions while providing a broad view of HACC's resources.

3. Continually travels to local business, agencies, governments to promote the College and the mission of the College as a beneficial solution.

4. Follows-up on contacts made by the senior management of the College to evaluate how the College can be of assistance to local business.

5. Bring together HACC Subject Matter Experts with local businesses to more clearly define the training needs within the work place.

6. Maintain clear communications with Campus Vice Presidents, managing directors and program coordinators.

7. Participate in marketing events such as open houses, and provide input on other marketing strategies.

8. Maintain a customer database in collaboration with program managers.
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<th>Description</th>
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<td>9.</td>
<td>Assist however possible, coordinating HACC resources to ensure a successful program.</td>
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<td>10.</td>
<td>Ensures enrollment processes and other logistics such as closing processes, rosters, certificates, etc. are carried out by local staff.</td>
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<td>11.</td>
<td>Monitors programs by being present for the opening and closing, and occasional mid-program visits which may include some nights and weekends.</td>
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<td>12.</td>
<td>Supports contract trainers by ensuring all requirements and training needs are in place for a successful program such as space, tools, equipment and materials are in place for a successful program.</td>
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<td>13.</td>
<td>Collaborate/coordinate with Institutional Advancement on their goals.</td>
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<td>14.</td>
<td>Cultivate and manage local relationships so as to provide training solutions for local business that will result in a more competent workforce.</td>
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<td>15.</td>
<td>Selling training solutions while providing a broad view of HACC's resources.</td>
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<td>16.</td>
<td>Perform additional duties as required.</td>
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**Licensing Requirements** (positions in this class typically require):

None
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

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**Training and Experience** (positions in this class typically require):
Bachelor’s degree in Marketing, Public Relations (or a related field) and four years experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Physical Requirements:**
Positions in this class typically require: standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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**Knowledge** (position requirements at entry):
Knowledge of:

- Management principles
- Program management principles
- Strategic planning principles
- Project management principles
- Budgetary concepts and principles
- Computer operations and related software applications
- Equipment necessary for graphic design and publication
- Recordkeeping principles
- Customer service principles
- Assigned area duties and responsibilities

Skill in:

- Monitoring work and providing direction
- Applying applicable local, state and federal laws, rules, and regulations
- Maintaining records and preparing reports
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures
- Using proper English, grammar, punctuation, and spelling
- Monitoring expenses and preparing basic financial reports
- Prioritizing and organizing work
- Applying customer service principles
- Operating a computer and related software applications
- Operating a variety of graphic design and production equipment
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations
- Ensuring compliance with applicable federal, state, and local laws, rules, and regulations
- Organizing work and performing multiple tasks
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Revision: 8/24/09