CLASSIFICATION DESCRIPTION TITLE: STUDENT AFFAIRS COORDINATOR

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for coordinating student services and activities in an assigned area. Incumbent responsibilities generally include providing direct student assistance; ensuring consistency and compliance with policies, procedures, and applicable regulations or guidelines; coordinating services with other departments and outside agencies; developing and evaluating programs and services; coordinating and facilitating special events; and developing marketing and promotion strategies. Incumbents may have formal supervisory responsibility over support and/or technical staff.

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

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<thead>
<tr>
<th></th>
<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Manages and coordinates strategies, marketing, and follow up of assigned program; ensures proper communication, staffing, and compliance with policies and procedures.</td>
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<td>2.</td>
<td>Prepares, maintains, and updates departmental procedures and policies for compliance, operations, and staff activities.</td>
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<td>3.</td>
<td>Oversees and develops materials for promoting admission, enrollment, financial aid, and recruitment; disability services, coordinates and conducts orientations and outside events to promote college and departmental opportunities.</td>
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<td>4.</td>
<td>May supervise staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations.</td>
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<td>5.</td>
<td>Maintains tracking systems and prepares reports to assist with evaluation and review of various programs.</td>
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<td>6.</td>
<td>Monitors and tracks budget and department information, such as maintaining balances, approving expenditures and disbursements, researching discrepancies, and preparing related financial reports.</td>
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<td>7.</td>
<td>Coordinates with other departments and external agencies to ensure consistent application of policies and procedures and provide support as needed.</td>
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8. Oversees and maintains confidential files and paperwork related to financial aid, enrollment, applications, counseling services, or student information.

9. Performs other duties as assigned.

Training and Experience (positions in this class typically require):
Bachelor's Degree and three years of progressively responsible experience in area assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Some positions may require a Master's degree.

Licensing Requirements (positions in this class typically require):
- None Required.

Knowledge (position requirements at entry):
Knowledge of:
- Supervisory principles;
- Budget administration principles;
- Assigned department operations and functions;
- Customer service principles;
- Recordkeeping principles;
- Mathematical concepts;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Applicable federal, state, and local laws, rules, and regulations.
Skills (position requirements at entry):
Skill in:
- Supervising and evaluating employees;
- Managing and executing multiple tasks;
- Maintaining various confidential records;
- Prioritizing and assigning work;
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Analyzing and developing policies and procedures;
- Preparing and presenting training materials;
- Providing customer service;
- Developing and preparing a variety of business correspondence, records, reports, documents and forms;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports, marketing materials, and/or documentation;
- Exercising judgment and discretion;
- 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.

Physical Requirements:
Positions in this class typically require: 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.

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:
Date assigned: (08/08/2007)
Revised: 12/13/2007 B. Holloway

_____________________________________ ______________________________
Signature of Employee    Date

_____________________________________ ______________________________
Signature of Supervisor    Date