Job Title: Student Affairs Coordinator

Job Code: 11130

JOB SUMMARY

The Student Affairs Coordinator is responsible for coordinating student affairs functions.

MAJOR DUTIES

- Conducts placement exams for applicants for enrollment and conducts post-testing for developmental studies students;
- Plans and implements student recruitment activities;
- Assists prospective students with the admission and readmission process;
- Responsible for providing administrative support to the registration, reporting and student records functions;
- Provides information to technical college prospective and enrolled students concerning state and federal financial assistance, registration process, vocational opportunities, program choice/change, educational requisites, technical college policy/procedure, state policy etc. throughout the students' educational tenure;
- Assists with the design and execution of special events, projects and activities as requested;
- Processes adverse actions, grievances and other employee relations matters;
- Administrates midpoint reviews and performance management process;
- Assists with the development of the budget;
- Assists in coordinating and monitoring all programs, classes, clinical agreements and matters related to accreditation, and health and safety issues;
- Oversees the maintenance of buildings, grounds and equipment;
- Organizes campus events including high school, middle school and student life events.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of college programs of study
- Knowledge of financial aid requirements
- Knowledge of related state and federal regulations
- Knowledge of budget development and management principles
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
MINIMUM QUALIFICATIONS

Bachelor’s degree in a related field *and* Two (2) years of work experience in a related field

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.