



JULY 2009
FLSA: NON-EXEMPT

EXTENDED LEARNING COORDINATOR

DEFINITION

Under general supervision, plans, organizes, and coordinates the Distance Education, Off Campus, and Evening and Weekend College programs; assists the Dean and other management staff in the research, coordination, development, and planning of future courses for each program and assists in the communications of these programs to other District staff and students; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Dean or the Dean of Academic Programs. Exercises no direct supervision over staff. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This classification coordinates the research, planning, communication, and administration of extended learning programs for the District. Responsibilities include being the liaison between students, instructors, and the program administrators, ensuring that information about courses and programs is communicated, and responding to or communicating student concerns and questions to the appropriate party. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Exchanges information with students, staff, other educational institutions, community and business representatives, vendors, governmental agencies, and the general public regarding a variety of college programs, services, eligibility requirements, policies, timelines, required forms and other information.
- Assists in program development and community consensus building.
- Travels to various off-site locations to confer with high schools, community service organizations, governmental agencies, businesses, and other entities, and to recruit students into college programs.
- Makes presentations to small and large groups as a program and college representative.
- Participates in planning and implementation meetings with Compton College and outside groups.
- Plans, conducts, and participates in college tours, job fairs, other special events, and program services, in conjunction with management, faculty, and other staff.
- Serves as a liaison between student program participants and various instructional divisions, and other departments; informs students of the process and expectations pertaining to distance education.
- Directs and coordinates the work of student assistants.

- Refers students to career and other counselors, instructional programs, and other college offices as appropriate.
- Researches and compiles statistical, narrative, financial, demographic, and other data for regular and special reports in order to track program participation, recruitment effectiveness, student follow-up, retention, transfer rates, and other information.
- Uses a variety of software to compose, format, and prepare correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials.
- Sets up and maintains confidential files.
- Gathers and updates information for the college website, as well as information for related Academic Affairs and Distance Learning databases.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of program planning, implementation and evaluation.
- Procedures for planning, implementing, and maintaining a variety of programs and related activities.
- Educational, cultural, age-specific, and social needs of the community.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- Safe work practices, including safe driving rules and practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Ability to:

- Coordinate assigned program operations and activities, including outreach activities, brochures, reports, and other related program materials.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's Degree from an accredited college or university with major coursework in social science, education, public administration, or a related field, and three (3) years of experience in developing extended studies or evening school programs.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.