



## Job Description

<b>Job Title:</b>	Coordinator, CRMS & CPCC TV	<b>Pay Grade:</b>	K
<b>Department:</b>	Marketing Services and Community Relations	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Under general supervision, plans and oversees fiscal, administrative support and office operational services for the department. Provides administrative assistance to the Assistant to the President for Marketing Services and Community Relations.

### **Characteristic Duties and Responsibilities:**

1. Reviews, reconciles, and monitors monthly ledgers, budgets and financial reporting system reports for all departmental accounts; assists with fiscal planning, development and management of annual budgets.
2. Provides administrative assistance and support to the Assistant to the President for Marketing Services and Community Relations, including but not limited to project planning and management, fiscal management, daily office operational coordination and secretarial services.
3. Plans, develops and coordinates the execution of program policies, procedures and operations; monitors compliance with the college's policies, procedures, regulations and appropriate laws.
4. Oversees, coordinates and maintains and processes paperwork including but not limited to payroll documents and timesheets, leave requests, travel reimbursements, purchasing and employment-related documents for all staff in the department.
5. Leads, trains and supervises other administrative support staff and student workers as assigned.
6. Provides detailed information requiring some interpretation of guidelines regarding department's programs and policies; responds to inquiries by phone or in person; researches and resolves problems and complaints.
7. Assists with development and implementation of reporting procedures; oversees maintenance of department records and/or inventories.
8. Oversees and provides system-related functions including but not limited to scheduled and special reports, correspondence and database management.
9. May coordinate office space assignments for the department and oversees building security, safety and maintenance.
10. Coordinates department programs, seminars, workshops, travel arrangements, special projects, and/or events; may coordinate program/project development and planning.
11. May participate and/or serve on departmental and college-wide committees and task forces.
12. Monitors budgets, submit requisitions, process and submits budget documents and paperwork for CPCC TV.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. September 2011



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13. Supervise office environment for CRMS.
14. Administrative support for CPCC TV. Facilitate procurement process. Prepare and maintain accurate and up-to-date budget records; assists in compiling information for CPCC TV annual budget requests.
15. Coordinate time and location for media.
16. Process check requests, p-cards, part-time rate schedule for CPCC TV and monthly leave reports.
17. Assist with hiring efforts of the department including submitting documents for hiring process through Human Resources, scheduling interviews, and tracking progress through PeopleClick and budgetary expenses.
18. Prepares agendas for Marketing and PR Council, prepare and distribute minutes.
19. Prepare agendas for CRMS & CPCC TV team meetings. Schedule PD classes and schedule retreats and oversees all functions of staff retreats.
20. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Assistant to the President for Marketing Services and Community Relations

**Direction Given:** Supervise, direct and monitor the work of administrative support staff, student and/or temporary workers

### **Minimum Requirements:**

Associate's degree from an accredited college or university and at three years of full-time work experience in an administrative support position; supervisory experience preferred

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of basic accounting practices and college's accounting procedures

Knowledge of cost control practices

Ability to prepare routine administrative paperwork

Organizational and coordination skills

Ability to manage office inventories

Good computer skills

Ability to communicate effectively, both written and verbal

Knowledge of basic management principles and practices

Ability to collect and compile data for reports

Ability to analyze, develop, establish and maintain efficient office work flow and administrative processes

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Ability to analyze and solve problems  
Ability to foster a cooperative work environment  
Leadership and supervisory skills

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse