



Job Description

Job Title:	Director of Administrative Services	Grade:	N
Department:	Harper/ Harris Campus/CCE Accounting	FLSA:	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:

Plan, manage, direct and coordinate organization and provision of administrative services and activities associated with the Harper and the assigned geographic region. Responsibilities include coordinating bookstore, copiers, financial services, food service, grounds, housekeeping, information technology, and plant services at the Harper Campus.

Characteristic Duties and Responsibilities:

1. Monitors administrative services and activities.
2. Coordinates assigned activities with Technology Support, Mail Courier, Printing, Housekeeping, Bookstore, Food Services, Maintenance, and other appropriate divisions and departments to ensure efficient functioning.
3. Provides staff supervision and direction for designated staff.
4. Reports to Associate Vice President for Finance on all activities, represent the campus on the Administrative Services Council, and coordinate Southwest Campus programs/resources with Administrative Services Managers.
5. Evaluates job performances.
6. Recommends and assists in the implementation of goals and objectives for Harper Campus.
7. Develops and manages Administrative Services budgets for Harper Campus.
8. Develops plans for recommended equipment budgets. Coordinates acquisition of material resources; orders books, teaching aids, office supplies and schedules the use of the facilities.
9. Plans and participates in staff development.
10. Identifies, develops, markets, and coordinates Administrative Services support activities and services with academic programs.
11. Interviews and recommends selections for new hires. Establish schedules and methods for Administrative Services support services to the community; implement policies and procedures.
12. Participates in campus and college committees and task forces. Attend professional conferences.
13. Provides and refers academic advice to prospective, new and continuing students, respond to inquiries regarding financial aid, bookstore, maintenance, housekeeping, food services, technology support, mail services.
14. Handles all aspects of BankMobile program: marketing, promoting, ordering, and student serving students (Harris).
15. Leads the collaboration of all departments in bringing E-Commerce live; manages PayPal accounts for all users.
16. Leads the Banking Services and Dunbar renewal process.
17. Processes the daily deposit for Aspire Bistro at Harris campus.
18. Performs and manages the whole billing/accounts receivables process for WTVI.
19. Processes the daily deposit for the new Cosmetology program at City View
20. Leads the BankMobile Debit Card new bid process.

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. Updated October 2016



Job Description

Job Title:	Director of Administrative Services	Grade:	N
Department:	Harper/ Harris Campus/CCE Accounting	FLSA:	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.

- 21. Supervises and provides directions to Supervisor of Administrative Services (Harper Campus)
- 22. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Executive Director – Business Office

Direction Given: Direct supervision for first line supervisors or coordinators and administrative support staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business Administration or a closely related field and 4 years experience involving the delivery of administrative services support services

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge and understanding of CPCC
Oral and written communication skills
Demonstrate ability to work as a team

Working Conditions:

Typical office environment