



## Job Description

<b>Job Title:</b>	Program Coordinator Math Emporium	<b>Grade:</b>	K
<b>Department:</b>	Mathematics	<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:**

The Program Coordinator exists to plan and organize the activities of the CPCC Mathematics Division and the tasks that are associated with the operation of mathematics courses that are delivered using Emporium-styled instructional approaches. Responsibilities will include, but are not limited to, providing responsible staff support to the Division Director, managing the activities of faculty, teaching assistants and staff, maintaining a tracking system to evaluate student interventions and progress and interfacing with partners to determine current learning needs.

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

1. Assists the administrator in developing planning, implementing and administering goals and objectives of the assigned area.
2. Recruits, interviews, recommends trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance.
3. Prepares documentation for the origination of classes; schedules dates, rooms and trainers/instructors; Proofs class schedule for accuracy.
4. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.
5. Initiates the marketing of assigned program areas; recruits students; work with marketing staff and prepares marketing materials and literature for distribution to potential students; makes presentations to schools, organizations and agencies.
6. Provides administrative assistance to immediate supervisor; develops prepares and presents recommendations and reports; coordinates activities with other program areas.
7. May teach courses within the assigned area; demonstrates high degree of skill in teaching; models effective teaching techniques for trainers/instructors.
8. Advises students on a variety of academic and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.
9. Identifies qualified persons to serve on advisory committees and recommends to administrator; Meets with advisory committee and follows up on recommendations; submits committee meeting minutes.
10. Reviews need for equipment, supplies and instructional materials and recommends purchase; supervises facilities, if assigned for proper use, safety, security and maintenance.



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11. Ensures program accreditation, certification and licensure; represents the program and college at meetings of professional organizations.
12. Ensures the submission of initial employment forms for employees; Assists students with job placement.
13. Designs and delivers sales presentation to business and industry.

### **Reporting Relationships:**

**Direction Received:** Receives general guidance and direction from the Dean or Associate Dean.  
Receives direct supervision from the Division Director

**Direction Given:** Provides functional direction and guidance to faculty and support staff for program direction and administration

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Mathematics or related field and two years of administrative or managerial experience

### **Preferred Qualifications:**

- Three or more years of community college experience
- Previous experience with the coordination of activities and initiatives
- Experience with facilitating a variety of instructional delivery methods that actively engage students and motivates student learning
- Strong familiarity with web-based math learning systems, basic computer troubleshooting approaches and commonly used computer applications/programs
- Previous supervisory experience



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

Principles and practices of program management

Methods and techniques of program development and evaluation

Principles of supervision including employee training and performance evaluation

Principles and practices of grant proposal preparation

Methods and techniques of program marketing and publicity

Computer technology and application.

Oral and written communication skill.

### **Working Conditions:**

Typical office environment