



Job Description

Job Title:	Program Coordinator Sr.	Grade:	L
Department:	Cosmetology	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 and organize the instructional activities of an assigned program area. Ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time and fund limitations, or other specifications. Manage the activities of Instructors. Interface with external customers to determine training needs and appropriate instructional delivery. Coordinate staff assignments for various projects as needed.

Characteristic Duties and Responsibilities:

- 1 Interfaces with Accounting on tracking employees payroll, research and resolve discrepancies (instructors only), track invoices (actual expenses) until paid out and cover charges for use tax, monitor p-card submissions, project expenditures and budget revisions.
- 2 Utilizes various tools to create and monitor tracking system continuously to identify invoices paid, expenditures, classes, administrative allowance earned and action requests.
- 3 Prepares periodic reports, financial statements or records on program activities, progress, status or other special reports for management as requested.
- 4 Obtains and reviews quotes (vendors/proposals), obtains sole source letter when appropriate, and determines based on proposal amount if submission through bidding process is required before setting up class.
- 5 Develops and schedules program work plan in accordance with specifications and funding limitations, coordinates activities of program, determines priorities, and keeps supervisor abreast of potential issues.
- 6 Evaluates program effectiveness to develop improved methods, devises evaluation methodology, analyzes results and recommends and/or takes appropriate action.
- 7 Works with marketing staff to design marketing materials and literature for distribution to potential students; makes presentations to schools, organizations, and agencies.
- 8 Monitors course offerings and recommends additions, changes, deletions to keep program current. Coordinates the development of course outlines and materials in assigned area.
- 9 Recruits, interviews, and recommends trainers/instructors/staff and provides orientation for assigned area. Monitors and evaluates trainer/instructor/staff performance.
- 10 Prepares documentation for the origination of classes; schedule dates, rooms and trainers/instructors. Proofs class schedule for accuracy.

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. November 2012



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11. May teach courses within the assigned area. Demonstrates high degree of skill in teaching. Models effective teaching techniques for trainers/instructors.
12. Advises students on a variety of learning and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.
13. 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.
14. Reviews need for equipment, supplies and instructional materials and recommends purchase.
15. Ensures program accreditation, certification and licensure. Represents the program and college at meetings of professional organizations.
16. Ensures the submission of initial employment forms for employees.
17. Serves as liaison with students, faculty, staff, and outside/community agencies in facilitating program objectives.
18. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Division Director

Direction Given: Provides functional direction and guidance to instructors and support staff for program direction and administration.

Minimum Requirements:

Associates Degree from a regionally accredited institution in Cosmetology and a N.C. State Board of Cosmetology Teacher's License



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Preferred Qualifications:

- Completion of a teacher training program
- One year of cosmetology teaching experience
- Two years of salon industry work experience
- Community college experience
- Knowledge of the NC State Board of Cosmetic Arts rules and regulations in a school setting

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines

Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial

Principles of supervision including employee training and performance evaluation

Methods and techniques of program marketing and publicity

Knowledge in computer technology and application

Knowledge of issues pertaining to area of assignment

Knowledge of budget and accounting principles

Skilled in organizing work for self and others

Strong oral and written communication skills

Working Conditions:

Typical office environment