



Job Description

Job Title:	Records Management Coordinator Senior	Grade:	J
Department:	Learning and Workforce Development	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:

The main function of this position is to assure compliance in credentialing of employees as outlined by the Southern Association of Colleges and Schools (SACS) and College policies. This position serves as the instructional liaison between Human Resources, instructional divisions, and other relevant areas as it relates to credentials.

Characteristic Duties and Responsibilities:

1. Works with the Associate Vice President to develop, plan, initiate, monitor, and maintain a system to ensure all full-time and part-time faculty/staff members are SACS-compliant in regards to credentials.
2. Coordinates and oversees special events sponsored by the Learning unit, such as Advisory Committee breakfast and CPCC's energy Event.
3. Collaborates on curriculum committee items such as CCL new courses, changes to courses, and new programs.
4. Develops a new electronic system for tracking faculty/staff credentials. Works with IT and HR to create a system which is effective, efficient, well-managed and accurate.
5. Audits and evaluates the effectiveness of the faculty/staff credentials system on a routine basis for accreditation requirements.
6. Works with Deans and Division directors to monitor development and submission of Evidence of Competency portfolios and individuals written faculty plans related to SACS credentials compliance.
7. Serves as a College resource for questions and concerns related to faculty/staff credentials; provides training on credential standards and maintenance of credential records for faculty and staff.
8. Works with division offices to ensure complete, accurate, and up-to-date roster entries for all full and part-time faculty/staff.
9. Serves as the liaison between the Learning Unit and the bookstore as it relates to textbook requisitions and submissions.
10. Coordinates Advisory Committee process which includes collecting, reviewing, and tracking committee letters and lists sent by division offices, track and file minutes, prepare committee list for submission to Foundation etc.
11. Other duties as assigned



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Reporting Relationships:

Direction Received: Reports to Director, Hiring & Credentialing Management

Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration.

Minimum Requirements:

Associate Degree from a regionally accredited institution and at least 1 year of work experience in the areas of instruction and credentialing systems in a community college system.

Preferred Qualifications:

Bachelor's Degree from a regionally accredited institution

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of faculty credentialing and college accreditation process

Knowledge of instructional standards and curriculum requirements

Knowledge of theories and practices and instructional/curriculum design

Knowledge of college's policies, procedures and academic programs

Ability to communicate effectively, written and oral

Ability to work collegially in a diverse environment

Working Conditions:

Typical office environment