

**THE MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: COORDINATOR RETURNING ADULTS CENTER
CLASSIFICATION NUMBER:**

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the classification is to coordinate educational activities and personal development of students in an active college center specializing in concerns of non-traditional students. Classification is responsible for coordinating daily activities of the Center, providing personal counseling and academic advisement to students, initiating/instructing students in problem-solving, and building cooperative community/campus relationships. Also responsible for coordination of assigned staff. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Coordinates educational activities and personal development of students in an active college center specializing in concerns of non-traditional students (i.e.- provides personal counseling and academic advisement to students; evaluates student strengths, weaknesses, and expectations; initiates/instructs students in problem-solving; organizes outreach activities for at-risk teen parents; facilitates student information groups; organizes orientation activities for non-traditional students; delivers information pertaining to TAFDC recipients; coordinates admissions process for students applying to college; makes referrals to outside agencies as needed; documents progress of students; monitors student records).

Coordinates daily activities of the Center (i.e.- creates/manages budget for the Center; oversees, designs, and distributes the Center brochures; oversees administrative operations of Armory Square Childcare).

Provides support to student population outside of the Center (i.e.- registers/schedules new/returning students during late registration; monitors activities and membership of Phi Theta Kappa; assists in "one-stop" scheduling, placement, and advising of new students; evaluates student records of potential graduates).

Performs administrative tasks associated with department activities (i.e.- catalogs/monitors files of non-traditional population; administers/evaluates deferred payment process; prepares registration forms, purchase requisitions, budget requests, statistical data, facility requests, financial aid forms, deferred payment forms, handbooks, catalogs, reports, forms, and general correspondence; receives or refers to attendance records, student profiles, master schedules, registration forms, financial aid forms, deferred payment forms, time sheets, statistical data, catalogs, manuals, and reference materials; operates a computer and utilizes word processing, database, or other software programs).

COORDINATOR RETURNING ADULTS CENTER

Interacts with various agencies/individuals (i.e.- attends meetings; serves on campus-wide quality teams; represents the college at outside meetings; builds cooperative community/campus relationships; interacts with campus professionals regarding students; communicates with supervisor, employees, other departments, students, faculty members, the public, outside agencies, and other individuals to coordinate activities, review status of work, exchange information, or resolve problems).

Coordinates assigned staff and work-study students (i.e.- instructs assigned staff in performance of duties according to established standards; plans, prioritizes, assigns, reviews, and coordinates work; assists with complex or problem situations and provides direction; responds to employee issues and concerns; assists in selecting new employees; recommends the discipline or discharge of employees).

Maintains professional knowledge in applicable areas (i.e.- maintains a working knowledge of assigned area; researches new trends and advances in the profession; reads professional literature; attends conferences, workshops, and training sessions).

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs miscellaneous tasks (i.e.- answers telephone calls; schedules appointments; types correspondence; makes copies; files documentation; performs daily opening/closing procedures; performs general cleaning/housekeeping tasks to maintain common areas).

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Higher Education Administration, Social Welfare, Counseling, or closely related field; with three (3) years experience and/or training that includes counseling, personal/academic advisement, non-traditional student interaction, welfare procedures, or program management; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

This classification has no special requirements.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

COORDINATOR RETURNING ADULTS CENTER

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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