

Job Description/Title: Instructional Specialist → Program Coordinator- Bus. Skills Ctr.
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

PROGRAM COORDINATOR -BUSINESS SKILLS CENTER

JOB SUMMARY

Under general direction, coordinate all aspects of the Business Skills Center with minimal supervision; assist students in the acquisition and reinforcement of specific skills. Perform varied instructional support services in a classroom environment to meet the needs of individual students. Design, develop instructional materials to support established curriculum; build schedule of offerings for semester; coordinate information for instructors, classified staff and student assistants regarding curriculum revisions, grading policies, student needs attendance, accounting procedures and registration procedures. Plan and organize orientation for students at beginning of semester.

EXAMPLES OF FUNCTIONS

Essential Functions

Serve as central coordinator to Business Skills Center; inform instructors, classified staff and student assistants about curriculum revision, grading policies, student situations and needs, college policies and procedures, attendance and accounting procedures, registration procedures, and equipment upgrades and repair problems/procedures.

Assist individuals and/or groups of students in self-paced lab.

Prepare census data, FTES figures and positive attendance hours submitted for state and federal reporting.

Serve as source of information regarding the policies and procedures of the Business Skills Center and MPC to visitors, caller, students and staff; provide information where judgment, knowledge and interpretation is necessary; act as advisor to students on which Business Skills Center courses may be appropriate for their needs; provide information and advice about the needs of the business community to students entering the job market.

Administer tests in the Business Skills Center lab; correct and grade theory tests.

Maintain currency in each of the software applications being taught as well as software used to teach other courses in Business Skills Center lab.

Build, proof Business Skills Center schedule of offerings for semester; order books for Business Skills Center courses for semester.

Write memos and reports; assist in writing system configuration for the Business Skills Center .

Confer with instructors in Business Skills Center lab concerning new course and textbook adoptions.

Prepare Notices of Employment and work schedules for Business Skills Center classified staff for Summer Session and Early Spring.

Supervise temporary hourly staff and student workers in the Business Skills Center lab.

Other Duties

Serve on committees as required.

Assist with preparation of the five year unit plan.

Prepare work orders and purchase requisitions as needed.

Participate in budget development.

Attend staff development and in-service training programs as appropriate.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein; for example, two years of college level course work or equivalent with three years of recent experience in a software teaching environment or equivalent providing extensive experience in software applications found in a business environment.

Knowledge

Knowledge of: software applications to include word processing, spreadsheets programs, presentation management, database application, image processing, internet application, windows based operating systems, personal finance software, web page creation, electronic mail, and other common software applications found in a business environment; basic functions and procedures associated with a classroom environment including learning, motivation and perceptions; instructional materials and objectives used at specific levels and application of curriculum as it applies to individualized instruction.

Abilities

Ability to: assist with instruction in the Business Skills Center course offering to individuals and/or groups of students in self-paced lab; work with indirect or no supervision; maintain currency in each of the software applications being taught as well as software used to teach other courses in Business Skills Center lab; provide information where judgment, knowledge and interpretation is necessary; act as advisor to students on which Business Skills Center courses may be appropriate for their needs; prioritize tasks and do several tasks simultaneously; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness; demonstrate an understanding, patient and receptive attitude toward student learning; meet requirements associated with the tasks; use appropriate and correct English spelling, grammar and punctuation; communicate satisfactorily in both oral and written form; establish and maintain effective work relationships with those contacted in the performance or required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Primarily an indoor working environment. Light physical effort required. May require stooping, bending, kneeling, periodic handling of objects up to 15 pounds, crawling and walking.