

**Job Description/Title:** Program Coordinator- Older Adult →Program Coordinator- Older Adult & Continuing Education

**Approved, Bargaining Unit President:** Reclassification Committee 4/22/2014

**Approved, MPC Associate Dean, Human Resources:** 4/22/2014

**Board Approved:** 10/22/2014

## MONTEREY PENINSULA COLLEGE

### PROGRAM COORDINATOR - OLDER ADULT AND CONTINUING EDUCATION

#### **Job Summary**

Under general direction, plan and participate in a variety of complex and responsible support activities related to the Older Adult & Continuing Education Programs. Receive limited supervision within a broad framework of standard District policies and procedures. Coordinate the Older Adult and Continuing Education Programs; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Process administrative details not requiring the immediate attention of supervisor; oversee NOEs (Notice of Employment contracts) for Older Adult program, create new NOE's for Continuing Education program, absence reports, Independent Contract Agreements, Professional Expert Agreements and time sheet distribution and returns.

Meet with instructors to facilitate solutions to instructional needs; provide instructors with payroll information; coordinate with instructors for submission of rosters and attendance reports in a timely manner.

Coordinate assignment of classes for instructors; monitor time card deadlines; process paper work for instructors.

Assist with internal procedures related to hiring appropriate instructors for Older Adult and Continuing Education classes; initiate, coordinate and follow through the coordination of instructor recruitment with the Human Resources Department and appropriate academic departments.

Provide information regarding the policies and procedures of the Older Adult and Continuing Education Programs where judgment, knowledge and explanation of interpretations are necessary.

Input class schedule; schedule room usage for instructors; monitor instructor load; provide all scheduling/course establishment information to the college for publication in the course catalog and schedule; provide course descriptions. Update class information to be included on Continuing Education website and registration site.

Serve as a liaison with administrative offices, on and off campus sites, the college and associations and agencies/facilities involved with the Older Adult and Continuing Education Programs, campus departments, and with students; may require some travel.

Use a variety of software programs as needed to prepare letters and documents including statistical reports, work orders and purchase requisitions; compose memos and other correspondence.

Propose program budget; monitor adopted budget; arrange and maintain budget transfers and provide documentation as necessary; order instructional and office supplies. Review and reconcile Continuing Education trust account with Fiscal Services; request checks for instructor payments and reimbursements to the District, deposit checks from training partners, track deposits and expenditures. Reconcile roll-up expenses for Professional Experts with trust account.

Communicate absence of instructors to sites.

Attend Dean of Instruction staff meetings as necessary/directed.

Prepare registration materials, coordinate registration process among instructors, students, facilities, and Admissions & Records; register students using the Continuing Education website; accept payments from students to deposit into the trust account; track and refund class cancellations. Participate in meetings and other activities related to the functions of the Older Adult and Continuing Education Programs; create press releases, and flyers; schedule audio-visual and print shop services.

Create or assist in the planning, development, and implementation of new Older Adult and Continuing Education courses to be offered in response to community need/interest. Review class proposals for Continuing Education; meet with potential instructors regarding class proposals.

Arrange for appropriate on and off-campus classrooms and sites; maintain ongoing working relationships with site administrators, recreational and social directors, and convalescent hospital activity directors; travel to off-campus locations as necessary.

Consult with other older adult organizations and social service agencies on matters of program quality and enhancement.

Travel to facilities where Older Adult and Continuing Education Programs are held.

Coordinate the work of student employees as assigned.

Provide information regarding the MPC Older Adult Program to individual inquiries; provide referrals to other MPC or community programs as appropriate.

**Other Functions**

Serve on college committees as assigned.

Perform other related duties as assigned.

Some travel may be required.

**Employment Standards**

**Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately two years of course work in office administration or a related field, and three years of increasingly responsible office administration experience providing advanced knowledge and skills in current office management procedures and techniques. Background in senior citizen lifestyles and requirements; knowledge of State Education Code regulations and MPC policy regarding local Unified School Districts Adult Education Programs desirable.

**Knowledge**

Knowledge of: general functions, policies, rules and regulations of a complex organization (e.g. an educational institution); state regulations; state minimum teaching requirements; current office methods and practices, a variety of computer software programs as needed to fulfill requirements of job; letter and report writing; mathematical computations; public and human relations techniques.

**Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; travel/visit a variety of possible sites for Program courses; use good judgment in recognizing/proposing suitability of facilities for Program use; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects; maintain security and confidentiality of records and information; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office machines and equipment; use efficiently and accurately a variety of word processing and/or spreadsheet/database programs to create and prepare a variety of documents as required; learn and successfully use new software programs as needed to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of 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:**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.

**Certificates and Licenses Required**

Requires possession of valid CA driver's license and safe driving record.