

**Job Description/Title:** UOM, Marina Education Center  
**Approved, Bargaining Unit President:** Reclassification Committee 4/14/15  
**Approved, MPC Associate Dean, Human Resources:** 4/14/15  
**Board Approval Date:** 6/24/15

## MONTEREY PENINSULA COLLEGE

### UNIT OFFICE MANAGER, MARINA EDUCATION CENTER

#### **Job Summary**

Under general direction of the Dean of Instruction, Economic Development & Off-Campus Programs, perform a wide variety of support and technical activities related to the responsibilities of the Education Center. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Facilitate the Education Center's activities, provide assistance to Education Center instructors and staff, perform office management duties; exercise good judgment and problem solving skills in the application and execution of decisions and procedures; 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**

Essential Functions may include, but are not limited to the following:

1. Oversee and arrange for the special functions at the Education Center with the Monterey campus staff including student registration, financial aid, academic counseling, supportive services, book store and other student services. Assist in establishing schedules and methods for providing services to students at the Education Center; implement policies and procedures.
2. Provide routine office, technical and administrative support for faculty and staff which may include but is not limited to: production of documents, including flyers, mailing lists, posters, manuals, letters, memos, and other items using a variety of computer software. Coordinate work flow and work schedules of office staff. Set up and maintain electronic and hardcopy files of all Education Center documents.
3. Provide support for instructors; coordinate the use and delivery of audio-visual equipment or other specialized equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacements. Prepare instructor packets including manual and procedures relevant to the Education Center.
4. Ensure safety and security measures are adhered to at the Education Center; communicate with security personnel to provide adequate safety and security to students, faculty and staff.
5. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Education Center and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students; coordinate courier services between the Monterey campus and Education Center; travel to Monterey campus as required.
6. Recommend and assist in the implementation of goals and objectives; assist with the Education Center's course offerings; assist with the development of the Education Center's schedule of classes.
7. Maintain working knowledge of the College's services to be able to assist or refer student and faculty, as needed.

8. Coordinate assignment of classroom use; coordinate the needs of the instructors with those of the Education Center; post notices of room changes and cancellations; coordinate key distribution.
9. Operate standard and specialized office equipment including but not limited to personal computers and software and demonstrate correct usage. Schedule repair and perform trouble- shooting activities.
10. Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.
11. Maintain office and instructional supplies and order as necessary.
12. Coordinate the process of students' evaluation of faculty.
13. Post notices of instructor and staff absences.
14. Assist with special projects and other duties related to the business of the Education Center.

### **Other Duties**

1. Perform other related duties, as assigned
2. Train and coordinate student workers.
3. Participate on committees as 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 college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

### **Knowledge**

Knowledge of: basic operations, services and activities of an off-site education center within a community college district; general functions, policies, rules and regulations of a complex organization such as a community college; current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce communications, reports, spreadsheets and other documents; learn and successfully use new software programs; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment; maintain security and confidentiality of records and information; 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 and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment. Occasional travel between the Education Center and Monterey campus.