

**Position:** Department / Program Coordinator  
**Reports to:** Supervising Administrator  
**Compensation:** Based on Coordinator Compensation Matrix

Core Duties:

- Consult in the development of schedules for non-faculty employees and interns and volunteers, as appropriate for area.
- Convene meetings with faculty, as necessary
- Assist with processing students' concerns and complaints; refer matter to supervising administrator, as appropriate.
- Assist administrator with fiscal and human resources requirements (purchases, inventory procurement, budgeting, timecards, employee requisitions, etc.)
- Coordinate program review (PEP) and other program development, including completion of annual planning and budget documents and review and update of policies and procedures for respective area.
- May contribute to grant writing development, implementation, and reporting.
- Attend to applicable safety issues, including the development of program-specific policies and procedures.
- Coordinate activities and outreach with other departments/services on campus and external agencies
- Coordinate procurement of teaching resources for each program, including but not limited to instructional supplies, equipment, training devices, room and space needs, student resources, handouts, etc.; monitor laboratory operations, including maintenance and repair of equipment and facility.
- In consultation with counselors, advise students on pre- and co-requisites for the program and degree and certificate requirements.
- Oversee SLO assessment; ensure regular discussions of assessment results and continuous quality improvement.
- Coordinate development of web content and relevant catalog and schedule to ensure accuracy.
- Develop course, section, and faculty schedules and make recommendations to supervising administrator
- Maintain adequate part-time faculty pools and coordinate hiring process for part-time faculty.
- Facilitate the evaluation of part-time faculty
- Orient and mentor faculty, including review of syllabi to ensure that they are consistent with the course outlines of record.
- Coordinate curriculum development, including articulation with appropriate institutions.

Additional duties. Not applicable to all coordinator positions.

- Assist in student placement, auditions, and/or interviews, etc., for program entrance; provide support to students exiting programs, including preparation for employment interviews and relevant industry examinations.
- Coordinate internships, externships, clinical experiences, student placement with outside agencies.
- Responsible for statutory and/or locally required reports and acts as a liaison with reporting agencies.
- Coordinate review, piloting, and approval of new textbooks.
- Coordinate institutionally mandated/initiated programs for retention and student success.
- Coordinate review of prerequisite challenges.
- Perform duties related to student recruitment and selection, including orientation sessions, program entry testing, and creation and maintenance of informational brochures, and applications.
- Oversee an on-going process of obtaining and managing student records and required documents.
- Develop, coordinate, and monitor clinical, practicum, and field work for students.
- Direct and manage gallery operations, including student and faculty exhibitions.