

## COMMUNITY SERVICES REPRESENTATIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of an Assistant Dean for Community Services, an incumbent of this position is responsible for assisting in the planning, coordinating, and implementing the on-campus and off-campus non-credit program involving the assessment of community needs and interest, scheduling of all facilities, acting as liaison with academic departments and faculty, developing registration procedures, solving problems which occur, and evaluating the entire non-credit program. Supervision is not a regular responsibility of the position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Assistant Dean and the academic departments assessment of community needs and interests in determining courses to be offered in the areas of special continuing education, career training, individual interests and enrichment and physical education;

Assists in the scheduling of facilities for non-credit courses;

Assists in the development of registration procedures;

Assists in the solution of problems occurring in the registration, scheduling and holding of non-credit courses;

Assists in the evaluation of the total non-credit program;

Coordinates local government training programs involving the determination of training needs, planning courses, submission of proposals to funding agency, staffing courses, coordinating of day-to-day operation, submitting of reports to state and evaluating of overall effectiveness;

Administers the S.U.N.Y Tuition Waiver Policy for Senior Citizens involving the promotion, recruitment, registration and reporting for the program;

Prepares statistical reports, budget projections, and figures for non-credit programs for use of S.U.N.Y. in Albany;

Prepares adjunct faculty contracts and submits payroll on all off-campus credit faculty and all non-credit faculty;

Represents the Community College at workshops, seminars, and meetings of community groups and agencies;

Plans and prepares promotional brochures and other related materials for Community Services Programs;

Writes press releases and prepares radio announcements and program for suggested media informational campaigns.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of business administration, community relations and adult and continuing education; ability to deal with others effectively; ability to write press releases and course descriptions for brochures; ability to evaluate effectiveness of program and advertising; ability to research and arrange course offerings; ability to keep records and prepare reports; ability to speak before groups of people; resourcefulness; patience; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) three years of experience in continuing education; education coordination or administration work; or (b) any satisfactory equivalent of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.