

DIVISION COORDINATOR (WCC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the implementation and management of an academic or support services area of Westchester Community College. Responsibilities involve assessing and monitoring educational services to ensure that stated objectives are met; monitoring compliance to funding and regulatory guidelines; coordinating activities with other divisions within the College, other County departments, the State Education Department, and the State University of New York. This position also formulates and implements policies and procedures to reach academic or support service goals and objectives. Supervision is exercised over professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists Academic Deans and Associate Deans in the formulation and implementation of policies and procedures regarding academic, programmatic, or support service areas to ensure effective management of resources and delivery of services within area of assignment;

Assesses and monitors academic and support services needs to meet grant and funding requirements; to appropriately identify the demands of the population served; and to ensure that they meet with program goals and objectives;

Establishes and maintains professional contact with division heads within the College, the State University of New York, the State Education Department, funding institutions, and other County departments to ensure effective communication and coordination of efforts within assigned area of responsibility;

Prepares mandated reports in area of assignment for submission to the State Education Department, the State University of New York, funding institutions, and the President of the Community College;

Monitors budgeting and financial costs in area of assignment and provides reports and memoranda thereon to the Academic Management of the College to ensure the most cost effective delivery of services, and to enable the assessment of funding requirements for budgetary purposes;

Assists in the preparation of academic or support services budgets; researches changing requirements within area of assignment and projects costs based on anticipated growth of services;

Prepares reports and memoranda regarding the impact of existing or new policies and procedures effecting area of assignment;

Monitors revenues and expenditures within area of assignment to ensure regulatory compliance and cost effective utilization of resources;

Serves and participates in advisory committees as assigned and interacts with college staff to discuss academic issues, program services, support services, and contracts and agreements;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises and coordinates the scheduling of classes, seminars and college events; coordinates the use of college facilities for same which involves preparing and submitting reports and statistics on activities for managerial and budgetary use, hiring staff, and interacting with other County staff such as Public Safety and Risk Management;

Provides assistance to Associate Deans by counseling students regarding academic requirements and scheduling of courses;

Provides assessment and eligibility determinations for academic programs targeted towards specific student populations;

Attends meetings, conferences and seminars as required;

Uses computer applications and other automated systems such as Excel, word processing, calendar, email and database software in performing work assignments;

Participates in staff meetings to keep abreast of changes in policies or procedures in area of assignment;

May perform other incidental tasks, as needed.

DESRIRABLE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public administration; good knowledge of the theories and principles of educational administration; knowledge of the principles and practices of budgeting and estimating costs; knowledge of acceptable business practices in dealing with grant and funding agencies; ability to monitor programs and/or services to determine regulatory compliance; ability to determine the most cost effective utilization of available resources; ability to analyze trends within the field of education to plan for the future educational needs of various populations; ability to supervise, plan and evaluate the work of subordinate personnel; ability to establish and maintain effective liaison with public and private agencies; ability to read, write, understand and communicate in English sufficiently to perform the essential tasks of the position; Excel, word processing, calendar, email and database software; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either: (a) Master's Degree* in Education, Educational Administration, Public Administration, Business Administration or a related field and two years of experience in the administration of an academic, programmatic or support services area in the field of Education or in the public sector; or (b) Bachelor's Degree* and four years of experience as defined in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

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