

JOB TITLE: Evening Coordinator

CLASSIFICATION: Part time

SUPERVISION GIVEN: Assists Dean of Academic Affairs with supervision of evening faculty

REPORTS TO: Academic Affairs Assistant

BASIC FUNCTION AND PURPOSE OF POSITION:

Acts as liaison between students, instructors, and full time staff

SPECIFIC RESPONSIBILITIES:

- ◆ Provide support to the office of Student Affairs in the areas of Financial Aid, registration, academic advising in connection with registration, fee collection, and accounting.
- ◆ Assist students with adding, dropping or withdrawing from classes
- ◆ Answer telephone
- ◆ Provide support to the Dean of Academic Affairs in the areas of instructor supervision, Instructor/student evaluation, resolution of minor room scheduling conflicts, building supervision and security, office support to instructors, and assist in orientation of new part time instructors as needed

EDUCATION AND EXPERIENCE:

Associates Degree and previous educational experience preferred. Excellent oral and written communication skill.