

# **CONCURRENT ENROLLMENT COORDINATOR (Promotional) Tompkins County**

**Department:** Tompkins Cortland Community College

**Classification:** Competitive

**Labor Grade:** 0

## **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

Admission to this departmental promotion examination will be limited to current employees of Tompkins Cortland Community College. Applicants must currently hold at least three (3) years of permanent competitive class status as a Secretary or Administrative Assistant - Level 3.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for coordinating day-to-day operations of the concurrent enrollment program. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, regular and extensive communication with partner school districts, and statistical record-keeping/reporting. The work is performed in accordance with policies and objectives outlined by the program director with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. The work is performed under the general supervision of the program director. Supervision is exercised over the work of subordinate clerical staff. This position will also provide limited support to the Dean of External Relations. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

Assists in the formulation of policies and procedures for the administration of the concurrent enrollment program;

Plans and supervises the collection, tabulation and analysis of program statistics and data;

Coordinates and supervises the maintenance of databases and files related to concurrent enrollment courses, instructors, proposal applications, and TC3 faculty liaison activities and payment;

Directs and coordinates course registrations for all concurrent enrollment students at all partner high schools;

Initiates, supervises and maintains annual articulation agreements between TC3 and partner school districts;

Maintains contacts and communications with all partner school districts (principals, counselors,

concurrent enrollment instructors, participating students and families) and on-campus TC3

departments to coordinate day-to-day program operations, assist in solving mutual problems and to develop improved services and public relations;

Supervises and expedites the preparation of records and reports;

Reviews incoming mail and answers general correspondence;

Participates in professional conference and training program;

Supervises the requisition, purchase, receipt and inventory of department supplies and equipment and maintains inventory records;

Supervises assigned clerical staff;

Provides occasional backup administrative support for Dean of External Relations;

Performs related work necessary for the efficient execution of administrative functions of the department.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current principles and practices of business administration;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business arithmetic and English;

Thorough knowledge of database and word processing software;

Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;

Ability to handle routine administrative details independently, including the composition of letters and memoranda;

Ability to plan, assign and review the work of others;

Ability to understand and carry out complex oral and written instructions;

Ability to plan, direct and coordinate regular mailings, course registrations, and grade reporting required of participating school districts;

Ability to establish and maintain cooperative relations with the public and partner school districts;

Ability to perform close, detail work involving considerable visual effort and strain;

Excellent written and oral communication skills, and ability to use varied methods of communication to establish and maintain positive and productive relations with partner institutions and program participants;

Good judgment in solving complex clerical and administrative problems;

Tact and courtesy are required;

The employee's physical condition shall be commensurate with the demands of the position.