TITLE: Evening Coordinator, CCE/Student Services

DIVISION: Student Services (CCE)

REPORTS TO: Assistant Director, Student Services

GRADE: 7

SUPERVISES: Paraprofessional Peer Mentors and Student Workers

BASIC FUNCTION:

Assist the Assistant Director, CCE/Student Services, with the supervision and oversight of the College’s Student Service’s Office functions and personnel. Provide information and support to students, faculty and staff. Under the direction of the Assistant Director, manage activities and serve as point person for issues and complaints arising during the evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Create and promote workshops and activities appropriate to CCE students. Coordinate Student Services events and activities in consultation with student groups, and supervise students working on such events.

Serve as liaison to and provide assistance to evening instructors and students. In the absence of the Assistant Director, be responsible for resolving issues and complaints involving students and faculty (e.g., during evening hours). On behalf of the Assistant Director, provide direction to and support for evening advisors.

Provide oversight for the student on-line “e-magazine.”

Assist with the organization of New Student Orientations, and participate in those orientations.

Create flyers to publicize Student Services events. Ensure that informational manuals are current.

Liaison with other departments which interact with Student Services, and work collaboratively to develop relevant programs and workshops.

Train and supervise student employees working evening hours in Student Services.
OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge of Microsoft 7 Office Suites, Word, Excel, Publisher and Powerpoint. Personal computers, printer, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

**Required:** Bachelor’s degree; a minimum of two years of student service work experience in a college or university environment; demonstrated excellent interpersonal and customer service skills; demonstrated ability to communicate effectively both verbally and in writing; ability to organize, coordinate and supervise student staff; demonstrated ability to originate descriptive and promotional written and online materials; demonstrated ability to create and present workshops and activities appropriate to student population; demonstrated computer skills, preferably with Microsoft 7 Office Suites, including Word, Excel, Publisher and Powerpoint; ability to work afternoons and evenings.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.