

Coordinator, Computer Information Technology

FLSA Status: Non-Exempt

Pay Grade: 14

Job Title ID: 111502

Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Academic Program Support Family

Reports To

Department Chair, Computer Information Technology (CIT)

Job Purpose

To coordinate and assist with planning and development of computer science programs and activities.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates and implements special projects, programs, and departmental activities. Makes arrangements and schedules.
2. Conducts research and creates departmental reports.
3. Coordinates and maintains database information and tracks student enrollment, progress, and graduation data.
4. Coordinates, plans, implements, and attends annual job fair. Sends letters to students; coordinates details for participating organizations; and makes other arrangements.
5. Serves as departmental communication liaison.
6. Provides support to CIT department, including, tracking and submitting book orders and maintaining lists and inventories of desk copies, and creating reports. May assist with workflow of administrative assistants.
7. Works collaboratively with the advisory committees and faculty task force.
8. May update and maintain department website.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Database maintenance and data tracking techniques
- Event planning processes
- Report design and formatting
- General office skills

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Ability to understand and follow instructions precisely
- Multitasking, including working successfully on projects with changing priorities
- Maintaining an established work schedule
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow-through.

- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, including spreadsheets and word processing.

Physical Requirements

Required

- Occasional lifting of objects up to 20 pounds
- Subject to manual dexterity, standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

Work Experience

Required

- Two years related work experience.

Education

Required

- Associates degree or educational equivalent.

Preferred

- Bachelor's degree.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.