

Coordinator, Staff Evaluation

FLSA Status: Non-Exempt

Pay Grade: 14

Job Title ID: 131005

Job Series/Job Family: Human Resources Series / Professional Development & Evaluation Family

Reports To

Manager, Staff Professional Development & Evaluation

Job Purpose

To provide assistance and oversight of staff performance evaluations processes.

Description of Duties and Tasks

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

Required

1. Assists with process improvement, and project logistics and implementation.
2. Researches and problem solves issues related to processing evaluations, software and hardware used in scanning and evaluation processing and storage. Assists others with using evaluation software programs. Works closely with Information Technology department for electronic problems and improvements.
3. Provides written reports on progress status, problems, and issues related to the evaluation processes.
4. Writes memos, emails, processes and other documents. Maintains and updates evaluation web content. Proofreads documents.
5. Checks the exactness and quality of scanned evaluation records.
6. Coordinates the daily processing work flow.
7. Responds to and/or directs inquiries in person, via email, and/or over the telephone. Provides information to others regarding staff evaluation programs, processes, and related issues. Prints and evaluates email requests and inquiries, researches solutions, and records action taken.
8. May receive, review, and maintain departmental records and documents.
9. May input or retrieve department data and make inquiries via software applications.

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

- Office procedures and practices.
- Employee evaluation processes.
- Customer service techniques.

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

- Maintaining an established work schedule with frequent weekend work during peak season.
- Public speaking and presentation of ideas and materials.
- Effectively using interpersonal and communications skills.
- Effectively using organizational skills with exacting accuracy.
- Maintaining confidentiality of work related information and materials.

- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications at an intermediate level or higher, including Microsoft Office/Excell.

Preferred

- In depth experience working with Microsoft Access.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience in higher education, technology, office management or a related field.

Preferred

- Work experience with faculty and staff evaluations in a higher education setting.
- Experience with scanning equipment and processes.

Education

Required

- Bachelor's degree.

Preferred

- Bachelor's degree in communications, business, information science, computer studies, or related field.

Other

Required

- Reliable transportation for ACC District travel.

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.