

## Supervisor, Center

**FLSA Status:** Exempt

**Pay Grade:** 17

**Job Title ID:** 281507

**Job Series/Job Family:** College Operations / Campus Manager Family

### Reports To

Executive Director, Early College Start

### Job Purpose

To serve as the principal on-site liaison between the public school administration and the College, while engaging in generalist duties of Admissions, Student Services, Advising, and coordinating area Early College Start (ECS) programs.

### Description of Duties and Tasks

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

#### **Required**

1. Supervises day-to-day operations of a designated ACC Center. Dependent on area of assignment, oversees the site testing center, which may involve providing distance learning and local student access to proctored course assessment.
2. For traditional students, coordinates and administers admissions, advising, student referral services, and pre- and post-enrollment information.
3. Works closely with educational partners.
4. Supervises, hires, trains, and evaluates the performance of staff.
5. Supports on-site faculty and provides information and assistance to students and other College staff on program planning, implementation, and evaluation.
6. Composes and modifies semester class schedule development and class and room assignments.

### 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**

- Federal and state regulations related to student residency and recordkeeping.
- Operations management.
- Educational institutions' programs and functions
- Student support services

### 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.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Supervising and coordinating the activities of subordinate personnel.
- Time management, prioritizing, and multi-tasking.
- Working collaboratively.

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **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 related work experience including one year supervisory experience.

#### ***Preferred***

- More than three years work experience in student support services and operations management.

### **Education**

#### ***Required***

- Bachelor's degree.

### **Other**

#### ***Preferred***

- Knowledge of ACC Administrative Rules, Policies and Procedures, Advising manual, and/or Admissions and Student Services Updates Documents.

### **Safety**

#### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.