

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Off-Campus Credit Manager

BOT Date: Aug 28, 1998

Level:

F

FLSA Status: Exempt

Class Code: E0621

Adm. Rev:

GENERAL DESCRIPTION

Coordinates off-campus courses at multiple sites for students unable to attend traditional on-campus classes. Coordinates student enrollment and registration. Assists in hiring instructors.

KEY RESPONSIBILITIES

% OF TIME

1.*	Assists in evaluating instructors for off-campus credit courses.	15%
2.*	Assists in determining need for off-campus courses and in planning and selecting sites to meet those needs.	15%
3.*	Prepares and coordinates off-campus course schedules.	10%
4.*	Manages student enrollment and registration for off-campus courses.	10%
5.*	Coordinates book sales for off-campus courses.	5%
6.*	Assists in the hiring of instructors for off-campus courses.	10%
7.*	Serves as liaison between campus and multiple off-campus course sites.	10%
8.*	Counsels students on various issues related to off-campus courses.	10%
9.	Performs various organizational tasks, including filing, record keeping and attending meetings.	15%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Off-Campus Credit Manager	<i>Class Code:</i> E0621	<i>Level:</i> F
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Master's Degree required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact on Grant Funds:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact on Revenue Generating:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	