

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Evening/Weekend Campus Coordinator

BOT Date: Oct 1, 1996

Level: G

FLSA Status: Exempt

Class Code: E0721

Adm. Rev:

GENERAL DESCRIPTION

Managers and oversees campus operations during evenings and weekends. Provides assistance and information to students and faculty. Assists in developing class schedules. Works closely with campus security to ensure a safe and secure environment for evening students and faculty.

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
|-----|---|-----------|
| 1.* | Evaluates part-time faculty and monitors evening classes and the campus during evening hours. | 25% |
| 2.* | Assists academic deans in developing and maintaining class schedules. | 20% |
| 3.* | Submits daily activity reports and initiates work orders as needed. | 20% |
| 4. | Provides information and assistance to students and faculty; may evaluate faculty performance. | 20% |
| 5. | Works closely with security personnel to maintain a safe and secure evening campus environment. | 15% |
| 6. | Performs other similar and related duties as required. | |

* Indicates an "essential" job function.

Position Title: Even/Wkend Camp Coord	Class Code: E0721	Position Level: G
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years prior related work experience.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Has 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. No impact on grant funds.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	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>	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>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain non-specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Requires regular external contacts to carry out programs and to explain non-specialized matters.	
<i>Supervision of Others:</i>	Responsible for orienting and training others and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work. Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	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 occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	