

**Job Description/Title:** Program Coordinator-Instructional Contracts/ Administrative Assistant III/UOM, Facilities  
→Administrative Assistant III/Instructional Contract Coordinator

**Approved, Bargaining Unit President:**

**Approved, MPC Associate Dean, Human Resources:**

**Board Approved:** 2/23/2011

## MONTEREY PENINSULA COLLEGE

### ADMINISTRATIVE ASSISTANT III/INSTRUCTIONAL CONTRACT COORDINATOR

#### **Job Summary:**

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Process administrative details not requiring the immediate attention of supervisor.

Prepare instructional service agreements and contracts for academic services and provide information and assistance to contract agencies/vendors regarding the procedures, terms and conditions relating to enrollment period: student reimbursement fees, number of class hours sufficient to meet stated objectives, evaluation of academic service contract instructors, verification of final rosters in the source documents per education program guidelines established by Chancellor's office for Instructional Service Agreements in California Community Colleges.

Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office which may include data entry to the course scheduling system and other database systems as needed. Assist vendors regarding new course outlines and course revisions.

Update the institutional computer schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Enter new and modified course information in the curriculum database as well as updating the hardcopy and electronic files to assure that timely and accurate information is available for schedule/catalog production and faculty/staff reference.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality and that contain instructional budget and contract agency/vendor information. Provide projection for budgeting purpose. Generate paperwork to pay vendor.

Provide administrative support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.

Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master

calendar for the administrative unit including due dates for vendors to submit required documentation.

Prepare/process a variety of letters and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.

Create/maintain spreadsheets and/or databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.

Make/track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

Make/track instructional contract and FTES budget projections; post entries to spreadsheet and database systems as necessary.

Prepare information and coordinate activities necessary to the successful operation of the administrative unit's programs; Serve as a liaison between the department/division, students, the college, and the community at large; serve as a liaison between the department/division, the college, and the instructional contract agencies, such as public safety agencies, community theatres, and the community at large; analyze situations carefully and correctly and adopt an effective course of action, method and procedure; use diplomacy, tact, friendliness and poise to resolve conflicts if necessary with the instructional contract agencies.

Greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Monitor special projects/programs and take independent action as needed; maintain deadlines on control files, and expedite their completion; coordinate assignments and activities.

Check reports, records, and other material for accuracy, completeness and conformity with established standards.

Learn and utilize current campus software to meet the particular needs of the office.

Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

#### Other Functions

Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.

Serve on college committees/councils as assigned.

Perform other related duties as assigned.

Maintain inventory, requisition supplies for office.

#### **Employment Standards**

##### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

**Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet and/or database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

**Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and accurately; learn and successfully use new software programs as needed; search internet for information as needed; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**Physical Effort/Work Environment:**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.