

## TEMPLATE FOR CLASSIFIED POSITION REQUEST

**Position Title:** Unit Office Manager, Marina Education Center

**Dept/Program:** MPC Education Center at Marina

**Submitted by:** Pat Xavier

**PT/FTE:** Full Time

**New or Replacement:** New

**Service Category:** 5

**Salary/Benefit Costs:** \$34,824/\$21,899

**Total Costs:** \$54,723

**Funding Source:** Education Center at Marina budget (General Fund). The funding for this position was made available with the elimination of the position of Administrative Secretary for the Administration of Justice Program.

**Are there Salary Savings:** Yes. The position for this position will start at the entry level while the incumbent in the Administrative Secretary for the A.J. Program was at a higher step at her departure.

### **Description of duties and responsibilities:**

Oversee and carry out the special functions at the Education Center with the Monterey campus staff including student registration, financial aid, academic counseling, supportive services, book store and other student services. Assist in establishing schedules and methods for providing services to students at the Education Center; implement policies and procedures.

Provide routine office, technical and administrative detail work for the Dean of Instruction, Economic Development & Office-Campus Programs, faculty and staff which may include but is not limited to: production of documents, including flyers, mailing lists, posters, manuals, letters, memos, and other items using a variety of computer software. Coordinate work flow and work schedules of office staff. Set up and maintain electronic and hardcopy files of all Education Center documents.

Facilitate the instructional needs of instructors; coordinate the use and delivery of audio-visual equipment or other specialized equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacements. Prepare instructor packets including manual and procedures relevant to the Education Center.

Ensure safety and security measures are adhered to at the Education Center; communicate with security personnel to provide adequate safety and security to students, faculty and staff.

Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Education Center and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students; coordinate courier services between the Monterey campus and education center; travel to Monterey campus as required.

Recommend and assist in the implementation of goals and objectives; assist the Dean of Instruction, Economic Development and Off-Campus Programs with the Education Center's course offerings; assist Dean with the development of the Education Center's schedule of classes.

Maintain working knowledge of the College's services to be able to assist or refer student and faculty, as needed.

Coordinate assignment of classroom use; coordinate the needs of the instructors with those of the Education Center post notices of room changes and cancellations; coordinate key distribution.

Operate standard and specialized office equipment including but not limited to personal computers and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble-shooting activities.

Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.

Maintain a supply of commonly used office/instructional supplies, and order as necessary.

Coordinate the process of students' evaluation of faculty.

Post notices of instructor/staff absence, assisting with special projects and other duties related to the business of the Education Center.

### **Special Considerations:**

#### **Does Position act as an entry point for the college? Should it be bilingual?**

Yes, this position acts as an entry point for the college and is the sole staff member at the Education Center during the day. Demographic studies on the target population in the north end of MPC's service area (Marina and Seaside) indicate that 48% are of Hispanic origin. There is a need for staff who oversee the student intake to be fluent in both English and Spanish to facilitate the registration and enrollment processes, as well as provide general college information.

#### **What would happen if this position weren't approved?**

Without this position, the college will be unable to fulfill its mission to serve the educational needs of our community in the north end of our service area.