CLASS SPECIFICATION
Pacific Coast Campus Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE
Under the direction of the Associate Vice President, Pacific Coast Campus (AVP-PCC), provides campus coordination of daily operations and administrative support to the AVP Office and Pacific Coast Campus (PCC). Coordinates planning of outreach activities and community events, assists in coordinating the overall operation of the campus to assist students, community, staff and faculty; and performs a variety of administrative activities necessary for the safe and effective operation of the Pacific Coast Campus (PCC).

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates and manages a variety of activities in support of the AVP-PCC to ensure the efficient and effective operations of the campus. Coordinates daily communication with the AVP-PCC to ensure that the academic operations of the campus are properly coordinated. Serve as liaison between the administrators, student staff and public to resolve problems and campus facilities use matters.

2. Coordinates campus services and activities with other departments and external agencies; establishes and maintains liaison with community organizations, businesses and public agencies to encourage participation and stimulate interest in the Long Beach Community College District and the PCC.

3. Responsible for events, forums, conferences and orientations in coordination with the facilities department. Coordinates meetings with all constituent groups internal and external to the college, to include all logistics and marketing. Utilizes Schedule 25 to schedule campus events.

4. Provides a principal point of contact for faculty, staff and students; coordinates with various campus offices in the event of evening emergency situations and facilitates the use of the PCC campus facilities.

5. Responsible for response and resolution of problems related to facility use, such as classroom assignment conflicts, posting sign-in sheets for cancelled classes, facility services (lights, water, air conditioning and AV equipment) and emergencies; monitors classrooms, buildings, and parking areas including coordination of maintenance and repair for such purpose.

6. Assist students and staff with concerns related to semester class schedules, course titles, rooms, instructors and use of PeopleSoft to access current information; knowledge of such activities such as
registration, student orientation, parking, etc. in order to assist both students and faculty; assists in orientation and in-service training for faculty and staff as requested.

7. Recruits and recommends the hire of professional trainers and/or faculty to present at Campus Conferences, Forums, Events and Meetings. Maintains contracts and employment agreements for such; coordinates with instructors and presenters regarding fees, remuneration, course topics, scheduling and related matters; evaluates presenter/trainers and provides input and feedback.

8. Develops and coordinates programs as directed by the AVP-PCC. Identifies and recommends solutions to campus resource needs and requirements; develops work programs and calendars; ensures program compliance with all applicable District and outside agency requirements; maintains and evaluates campus needs; monitors conformance with program budget and requirements; gathers and tracks data on campus activities; researches and compiles information and prepares required program reports; develops and maintains databases required to manage, integrate and report on campus activities.

9. Coordinates Campus website design and maintenance with use of computer and current software applications.

10. Plans, develops and conducts outreach and promotional activities; develops marketing, promotional materials, including campus newsletter, brochures, information packets, flyers, forms and other documents/marketing materials used to promote the campus and in coordination of recruitment activities; disseminates outreach materials to other schools, community-based organizations, governmental agencies and other agencies; contacts special interest groups regarding Pacific Coast Campus events and offerings.

11. Prepares presentations, training materials, documents and reports with the use of Word, PowerPoint, and other graphics software such as Publisher.

12. Maintains a clean, safe, and effective workplace; maintains the college’s file and key box for all the keys that are used throughout campus and facilitates access to buildings, classrooms, laboratories, and the delivery of instructional equipment.

13. Responds to emergencies and provides support to the Long Beach Police Department campus police officers; maintains communication with campus police and/or key administrators; and assists with occasional fire alarms or other emergencies.

14. Formats, proofreads and prepares materials which may include newsletters and presentations. Prepare correspondences and memoranda independently. Designs, maintains, and updates the PCC webpage. Operates a computer work station to enter data, maintain records and generate reports; utilizes word processing spreadsheet, database, publisher and other related software.

15. Performs administrative support and clerical including but not limited to budgets, buy-outs, requisitions, mail room operations and supplies. Provides work direction and supervision of student workers.

16. Provides backup support for other support staff in the AVP-PCC office including entering attendance and absence information, mail distribution, and class postings.
17. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Excellent oral and written communication skills.
2. Academic and student policies, support services, matriculation and registration procedures.
3. Advanced uses of Microsoft Word, PowerPoint, Snagit, and other related software.
4. Facility management, operations and maintenance.
5. Services and functions of educational institutions.
6. Principles and practices of sound business communication.
7. District organization, operations, policies and objectives.
8. Interpersonal skills including tact, patience and diplomacy with diverse constituencies.

Ability to:

1. Perform specialized administrative assistant duties to support the AVP-PCC.
2. Exercise sound, expert independent judgment within general policy guidelines.
3. Use a high degree of tact, diplomacy, and discretion in dealing with sensitive and complex issues and situations and information on behalf of the college.
4. Communicate effectively, both orally and in writing.
5. Meet schedules and timelines.
6. Operate a microcomputer and business related software involving word processing, spreadsheets, and databases.
7. Maintain effective working relationships with students, faculty, administrators, staff, and members of the general public from diverse socioeconomic backgrounds.
8. Understand and follow oral and written directions.
9. Work independently and confidentially with discretion.
10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials as required.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in public administration, business administration or communications, or a related field, and two years of increasingly responsible administrative support experience which has involved public relations or problem/conflict resolution or events management liaison experience; or an equivalent combination of training and experience. Experience in an educational institution environment is highly desirable.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under deadlines on multiple concurrent tasks; and interact with District administrators, management, faculty, staff, state and federal agencies and funding sources, representatives of other public agencies and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to work evenings or weekends.

The employee works under typical office conditions, and the noise level is usually quiet.