



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, NONCREDIT MATRICULATION	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2008/2009 Classification Review		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, plans, schedules and implements delivery of non credit matriculation services to students in the District, both at on-campus and off-campus locations. Assists in the development and implementation of the District's (Credit/Non-Credit) Matriculation Plans; trains staff in the administration of matriculation services; serves as a lead worker to other classified staff in the area; performs related work as required.

SCOPE:

The Coordinator, Noncredit Matriculation works under the direction of the Dean of Matriculation & Student Development to design, schedule, and implement matriculation services within the District; supervises services at multiple sites and provides expertise to enable the design and delivery of matriculation services; monitors matriculation budgets.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Develops and monitors annual area budgets for short-term, non-continuing personnel, matriculation supplies and miscellaneous requests.
2. Advises and assists staff on state and district policies.
3. Consults with faculty, administrators and staff on policies and procedures related to District and state requirements.
4. Coordinates schedules and monitors systems to provide and track matriculation services to students.
5. Coordinates and trains staff to provide matriculation services.
6. May assume the duties and responsibilities of an Alternate Examiner for the GED examination.
7. Completes required reports for District and testing agencies in accordance with policies and procedures; submits required forms to obtain authorization to use campus as a testing location.
8. Administers and scores tests; disseminates assessment test scores to faculty and students.
9. May attend departmental meetings.
10. Maintains matriculation records and other documents in accurate filing system.
11. Performs administrative duties as required.
12. Ensures compliance with and implementation of Matriculation regulations, policies and procedures.
13. Adjusts practices related to SRJC Non Credit Matriculation in accordance with statewide requirements, policies and procedures.
14. Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of noncredit matriculation services and to identify long- and short-term goals to meet the future needs of students.
15. Identifies, discusses, troubleshoots and resolves complex problems related to the delivery of matriculation services to students in the District.

KEY DUTIES AND RESPONSIBILITIES (Continued):

16. Writes reports on educational pathway progress of enrolled students.
17. Maintains accurate records on delivery of matriculation services to students in the District.
18. Serves as lead worker to other classified staff in the area.
19. Supervises and trains students and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision, develop, plan, coordinate and implement delivery of (noncredit) matriculation services to students in the District; perform difficult, complex and detailed technical and administrative work with accuracy and speed; work under pressure to meet deadlines; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with little guidance and direction; communicate effectively in English (and Spanish where necessary); interact with faculty, administrators, students and the public in a helpful, courteous and friendly manner; develop and maintain clerical and statistical records; interpret, apply and initiate District policies and procedures; write and communicate clearly; give and follow oral and written communications; act as a lead worker to other classified staff; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population. Bilingual (English/Spanish) is required for this classification.

KNOWLEDGE OF:

Techniques of supervision and training; matriculation policies and procedures; policies and procedures of various testing agencies and an understanding of testing guidelines; statistical measures used in aptitude and achievement tests; modern office methods and equipment including computerized and manual records systems; principles and practices of data management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer systems and software programs required; proper reception and telephone etiquette; proper usage, spelling, vocabulary and grammar in Spanish.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A Bachelor's degree.

Experience:

Increasingly responsible educational related experience.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.