



Job Description

Job Title: CAGS School Coordinator		Position #: 264
Division/Department: College of Adult and Graduate Studies (CAGS)		Location: CAGS Academic Office, Kennedy Hall (Main Campus)
Reports to: CAGS Academic Adult School Chair		Title: Adult Academic Chair, CAGS
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY:

To coordinate the systems, procedures, documentations and activities of the College of Adult and Graduate Studies Academic Adult School by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the CAGS Chair and Program Directors with various procedures, documentation and materials.
- Assist the CAGS Chair and Program Directors with academic issues.
- Assist the CAGS Chair and Program Directors with the CAGS School Class Starts Chair Review.
- Assist the CAGS Chair and Program Directors with document development for new school programs.
- Assist the CAGS Chair and Program Directors with document development for revised school programs.
- Assist the CAGS Chair and Program Directors with document development for new program courses.
- Assist the CAGS Chair and Program Directors with document development for revised program courses.
- Track CAGS School Faculty and Senate approvals.
- Work with Curriculum Services and IT department concerning CAGS School program courses.
- Oversee the creation and coding of CAGS School Invoices.
- Share responsibility for evening rounds - check classrooms/equipment ready for use and instructor in place.
- Maintain Adjunct Instructor teaching schedules.
- Issue teaching contracts to instructors as directed by the Chair or Program Directors.
- Communicate with instructors on course-specific deadlines and requirements.
- Assist in gathering materials and documentation for assessment and self-study.
- Field student/instructor complaints.
- Assist instructors with special requests.
- Assist instructors in maintaining online courses.
- Review student support services queue refer entries to the proper individual for resolution.
- Verify all required courses have been established on D2L for instructor use.
- Perform specialty assignments as requested by the CAGS Administration or Chair.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree and/or experience preferred.

OTHER SKILLS AND ABILITIES:

Ability to maintain confidential information through record documentation and record keeping, plus strong organizational and communication skills.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.