

## Office Systems Technology Program Coordinator

<b>Division</b>	Instructional Services	<b>Department</b>	Career Technologies Division		
<b>Classification</b>	Curriculum Faculty	<b>Revised</b>	April 2003		
<b>Supervisor</b>	Dean/Director	<b>Position #</b>	(leave blank)	<b>Job Class</b>	(leave blank)

### Statement of Primary Purpose

In addition to responsibilities as an instructor, be responsible to the appropriate Dean for coordination and development of the curriculum area.

### Classification

Curriculum faculty, full-time, exempt.

### Essential Functions and Responsibilities

1. Make sure programs and courses are up-to-date, abreast of technology, and in compliance with state and national accreditation standards.
2. Initiate curriculum updates and revisions.
3. Assist in course offerings and schedules.
4. Assist in budget formation/control/expenditures for:
  - a. Travel (local &/or overnight)
  - b. Supplies
  - c. Equipment
  - d. Learning Resource Center (LRC) holdings
5. Inventory equipment and supplies.
6. Maintain advisory committee to include:
  - a. Recommend membership
  - b. Hold annual meetings
  - c. Maintain records
7. Assist in recruiting and training qualified instructors.
8. Complete or assist with program reports, including but not limited to, annual program review, outcomes assessment, and advanced planning document.
9. Establish/maintain accreditation standards to include (if appropriate):
  - a. Self-study
  - b. Site visits
  - c. Annual reports

### Additional Duties and Responsibilities

Perform other duties as assigned.

### Minimum Qualifications

## Office Systems Technology Program Coordinator

<b>Education</b>	Associate Degree in OST
<b>Knowledge and Skills</b>	(specific training, technical skills, body of knowledge, etc. needed as a minimum to function effectively)
<b>Physical Demands</b>	(example: must lift 30 lbs. overhead frequently; must be able to ascend/descend a ladder)
<b>Licensing Requirement</b>	
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
(Describe working condition of position, amount of required travel, physical location or conditions. Example: requires outdoor work in inclement weather conditions.)	
<b>Equipment Operation</b>	
(list any equipment that this position must operate. Omit typical standard office equipment such as telephones, fax machines, staplers, etc. Include any specific computer programs, or equipment that the general public does not use on a daily basis. Example: Forklift; an accounting software package.)	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	