

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

Coordinator, Aeronautical Programs

Salary 16

BASIC FUNCTION:

Under the direction of the Dean, Career Technical Education and Department Chair of Aeronautical Programs and Airframe Manufacturing Technology BS Degree, supports the activities of the Career Technical Education office; ensures efficiency of office operations; serves as a resource regarding Aeronautic programs; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Coordinates and manages daily activities of division office to ensure efficient and effective office operations. (E)
- Disseminates information, written and verbal, to students and the public regarding the courses and programs offered by CTE; answers questions pertaining to course/program requirements and admission criteria. (E)
- Accepts and reviews application packets, including transcripts, from applicants for Airframe Manufacturing Technology (AFMT) program; establishes files for review by the Dean and department chair; maintains correspondence with applicants pertaining to their status. (E)
- Maintain waiting list for the AFMT program; prepares and sends letters of acceptance along with admission information. (E)
- Prepares purchase requisitions; verifies availability of adequate funding; inventories and orders office supplies; and follows up with vendors and/or Office of Business Services regarding status of purchase orders. (E)
- Coordinates, prepares, and submits to the Office of Academic Affairs the CTE section of the schedules of classes; assigns classrooms, maintains room books for lab and classroom usage; submits changes/updates to Office of Academic Affairs as they occur. (E)
- Accepts and coordinates any certification forms submitted by the student and/or governmental office, such as the Federal Aviation Administration, and the WorkSource center, and follows up with the Dean and Department Chair to ensure compliance.
- Operates computer and other office equipment in the preparation of correspondence, letters, memoranda, reports, instructional materials, and forms. (E)
- Records and transcribes minutes of division and advisory committees; prepares agenda items; maintains records and files; receives and distributes mail, initiates and answers telephone; screens calls, and schedules appointments for the Department Chair.
- Coordinates and implements changes as required to meet student and program needs; updates program policies and procedures; establishes timelines. (E)
- Prepares certificated and adjunct/overload payroll reports.
- Coordinates the dissemination of textbook due dates to faculty; contacts textbook company representatives regarding updated information and desk copies for faculty. Provides updated information to bookstore and faculty.
- Develops and coordinates materials for incoming staff and student orientations; coordinates and conducts presentations, orientations, and workshops for students attending; coordinates with external and internal agencies and systems. (E)
- Attends and participates in conferences and seminars. (E)
- Prepares and maintains records of expenditures, encumbrances and current balances related to the Aeronautical programs; provides monthly updates to Department Chair and Dean.(E)
- Performs a wide variety of other less time consuming administrative and clerical duties and function including such items as completion of forms, preparation of certificates, updating information packets, etc. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work in education, Air Frame Manufacturing/Technology, or related field and three years increasingly responsible clerical or office coordination experience.

KNOWLEDGE OF:

Operations, procedures and activities of the Career Technical Education, CTE office.
Philosophy, objectives and policies of then CTE office.
Career and occupational resources, trends and opportunities.
College entrance requirements and procedures, State licensing and accreditation.
Methods and techniques used in a CTE office.
District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Statistical record-keeping techniques.
Establishment of files and information retrieval systems.
Operation of office machines including computer equipment/applicable software.
Basic math and statistical analysis in preparation of budget.
Correct English usage, spelling, grammar, and punctuation.
Principles of training and providing work direction.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform responsible administrative support duties for the Dean.
Coordinate and oversee the daily operation, services and activities of the CTE office.
Interpret and apply rules and policies with good judgment while carrying out a variety of office assistance, analytical and administrative detail assignments.
Provide specialized assistance and information concerning CTE and college entrance to students, faculty and others.
Provide information and materials related to career technical education/college opportunities.
Obtain, evaluate and process occupational literature.
Train and provide work direction to others.
Compose correspondence independently.
Perform difficult and complex office assistance, record keeping, and administrative detail work with speed and accuracy.
Compile and verify data and prepare reports.
Use a typewriter, computer terminal and other office equipment efficiently.

Type at 50 words net per minute from clear copy.

Compile and organize data and prepare reports.
Learn and apply procedures, rules, regulations and terminology concerning CTE.
Skillfully operate automated equipment and standard applications software.
Deal tactfully and courteously with others in answering questions, disseminating information and providing assistance with CTE policies and operations.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable- no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, faculty, vendors, and external agencies.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Lifting light objects.

Reaching to file and retrieve records.

WORKING CONDITIONS:

Aeronautical environment.

Normal Office Environment: Constant interruptions and frequent interaction with students and staff.

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