CLASS SPECIFICATION TITLE: COORDINATOR

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<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
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<td>C</td>
<td>4</td>
<td>3-4</td>
<td>Exempt</td>
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CLASS SUMMARY:
This class is the second of three levels in the Technical Professional series. This is a broad classification encompassing incumbents responsible for providing professional services essential to the College's administrative and academic operations. Incumbents possess and apply a broad knowledge of the principles, practices, and procedures of a particular field of specialization to the completion of difficult assignments as designated by College management. Responsibilities may include developing and implementing technical training programs and managing program budgets; establishing and maintaining the College's Risk Management programs; developing and managing Human Resources programs and initiatives, and providing related guidance; coordinating the College's institutional research activities; analyzing business processes and developing recommendations for improvement; and evaluating part-time faculty.

Incumbents have appreciable latitude for unreviewed actions or decisions by virtue of their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

Incumbents in this class may supervise lower level support staff, but are not considered to be managerial. Incumbents may have some authority for the oversight of contracted staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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<tr>
<th>FREQUENCY</th>
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<tr>
<td>1. Coordinates and evaluates program design, planning, communication, and implementation; coordinates program schedules; monitors safety procedures.</td>
<td>Daily 60%</td>
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<td>2. Examines progress and effectiveness of programs and recommends program modifications.</td>
<td>Daily 10%</td>
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<td>3. Monitors projects within assigned program area to ensure compliance with applicable goals.</td>
<td>Daily 10%</td>
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<td>4. Provides professional advice, training, and development opportunities in assigned area of responsibility.</td>
<td>Daily 10%</td>
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<td>5. Prepares and administers project budgets; prepares cost estimates for budget recommendations; submits justifications for project budget items; monitors and controls expenditures.</td>
<td>Weekly 10%</td>
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<td>6. Performs other duties of a similar nature or level.</td>
<td>As Required</td>
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## Position Specific Responsibilities Might Include:

Positions assigned to Project Management may be responsible for:
- Implementing and managing all aspects of department projects;
- Establishing and facilitating project teams;
- Collaborating with staff, leadership, and instructors to develop projects and determine project deliveries;
- Assisting students with assessment, enrollment, advising, and counseling.

Positions assigned to Risk Management and Safety may be responsible for:
- Coordinating the district’s risk management, safety, environmental, and health programs;
- Identifying, evaluating, and controlling risk through risk management practices;
- Monitoring department compliance with Federal, State, and local requirements;
- Developing and administering training.

Positions assigned to Human Resources may be responsible for:
- Providing guidance and Human Resources issues;
- Coordinating HR programming which includes monitoring performance assessment, coaching managers and staff, participating in disciplinary meetings, and responding to a variety of inquiries;
- Performing recruitment duties which includes screening, interviewing, advertising positions, running background checks, and making hiring recommendations;
- Developing and administering training.

Positions assigned to Research and Planning may be responsible for:
- Coordinating and executing large research projects;
- Coordinating and submitting mandated State and Federal surveys, benchmark reports, and other research related documents;
- Supervising Research and Planning staff;
- Gathering and researching necessary information for the department;
- Responding to user and customer requests.

Positions assigned to Management/Process Analyst may be responsible for:
- Planning, developing, designing, and executing department projects which includes defining project scope, coordinating teams, determining necessary resources, addressing project issues, and coordinating project communications;
- Collaborating with other functional areas to complete project initiatives;
- Defining, directing, and facilitating quality assurance practices;
- Directing staff including providing training for procedures and processes.
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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Part-Time Faculty Coordination may be responsible for:
- Hiring and evaluating part-time faculty;
- Observing part-time faculty during instructional sessions;
- Developing faculty teaching schedules;
- Identifying faculty’s teaching strengths and defines opportunities for improvement;
- Preparing operational records and reports.

TRAINING AND EXPERIENCE (positions in this class typically require):
Bachelor’s degree from an accredited college or university in a field related to area of assignment; and five to seven years of progressively responsible professional experience in area of assignment; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position. Master’s degree in Education or related field may be required.

LICENSING REQUIREMENTS (positions in this class typically require):
- Certified Safety Professional
- Instructional Certification

KNOWLEDGE (position requirements at entry):
Knowledge of:
- Program development and administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Recordkeeping principles;
- Project management principles;
- Applicable Federal, State, and Local laws, codes, rules, and regulations;
- Computers and related software applications;
- Budgeting principles.
### MADISON AREA TECHNICAL COLLEGE

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<th><strong>SKILLS</strong> (position requirements at entry):</th>
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<tr>
<td>Skill in:</td>
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<tr>
<td>• Monitoring and implementing program policies and procedures;</td>
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<tr>
<td>• Planning, coordinating, and implementing program components and activities;</td>
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<tr>
<td>• Preparing and maintaining records and reports;</td>
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<td>• Participating in the evaluation, analysis, and resolution of complex problems;</td>
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<td>• Analyzing academic and administrative projects, programs, and processes for areas of improvement;</td>
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<tr>
<td>• Analyzing and interpreting applicable laws, rules, and regulations;</td>
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<td>• Using a computer and related software applications;</td>
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<td>• Developing, managing, and administering project budgets;</td>
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<td>• Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.</td>
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### PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingerling, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### CLASSIFICATION HISTORY:

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG)  
Date: (05/2010)