Coordinator, RRHEC

Job Code 00007265

General Description
This position is responsible for the over-site of the entire RRHEC facility.

Examples of Duties
Identify and arrange for classroom and office space.
Coordinate scheduling of classes, labs, special functions, and office space.
Arrange for classroom instructional and equipment needs.
Over-site of indoor/outdoor maintenance, custodial service, lawn care, guard and security procedures, mail and courier services, and transportation from San Marcos.
Manage personnel documents, time reports, leave reports, and appointment forms.
Provide assistance to faculty and students, resolve problems, and handle emergency situations in Director or Assistant Director’s absence.
Supervise and evaluate staff.
Ensure coverage of computer labs for evening hours.
Monitor expenditures.
Coordinate projects with Office Manager and Network Specialist.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: word processing, spreadsheets, and date manipulation; university policies and procedures; supervision; MITC database; personnel policies.
Skill in: prepare clear and concise letters, memos, and reports; drafting policy statements; working as a team member; interacting with difficult people; problem solving and decision making.
Ability to: understand written instruction, legal and technical documents, and policies and procedures; perform basic math; explain technical material; negotiate with persons of opposite view.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

Other Requirements
Revised 09/20/2012