

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY EDUCATION LIAISON

BASIC FUNCTION:

Under the direction of the Director of Extension/Evening/ROP, coordinate and implement the efficient operation of College Extension classes in Coronado; provide information and assistance to students, faculty and the general public.

REPRESENTATIVE DUTIES:

Coordinate activities between the extension sites and the College in facilitating phases of extension class operation. Coordinate and implement the efficient operation of College Extension classes in Coronado; provide information and assistance to students, faculty and the general public. *E*

Provide information to students, the general public and military population concerning policies and programs at Southwestern and community colleges in general; provide other academic information as requested. *E*

Provide textbooks and other supplies for sale to off-campus students. *E*

Assist students in obtaining final grades, transcripts, I.D. cards and decals for entry onto naval base. *E*

Assist student in clearing administrative holds or resolving other problems. *E*

Administer Guidance Placement exams and communicate results to students. *E*

Provide orientation to instructors of off-campus classes regarding procedures on the naval base and for the campus; make initial evaluation of Navy DD-295 military credit and transmit to evaluations office. *E*

Take and deliver messages to instructors; pick up and deliver items to and from campuses for instructors, such as films and rosters. *E*

Catalog and maintain reserve reading material for student check-out; administer make-up exams; forward student work to instructor to fill incompletes; provide instructors with grade change forms; administer student evaluations of teachers. *E*

Provide publicity for classes by advertising in local and base newspapers and announcement sheets, planning marquees, preparing and distributing flyers and making presentations. *E*

Type correspondence, memorandums, forms, reports and documents; maintain records and files. *E*

Operate a variety of office machines including typewriter, copier and computer terminal. *E*

Advise off-campus students regarding general education requirements and degree programs in catalogs; refer students to areas on campus as necessary.

Register students in off-campus courses and assist with waivers, tuition assistance forms and VA information; conduct registration, testing and orientation sessions at various locations as needed.

Assist instructors in distributing tests and materials to students; coordinate use of film and video equipment.

Provide orientation for new instructors regarding naval base and College procedures.

Monitor course enrollment; prepare and provide reports regarding student numbers, military or non-military status of students, and students on tuition assistance.

Participate in planning and coordinating course offerings at various off-campus locations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

College organization, operations, catalog, policies and objectives.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

College registration process.

ABILITY TO:

Coordinate and implement the efficient operation of College Extension classes in Coronado.

Provide information and assistance to students, faculty and the general public.

Establish and maintain effective and cooperative working relationships with staff, students and the general public.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Type accurately at an acceptable rate of speed.

Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in counseling or related field and two years experience in an academic setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting and carrying moderately heavy objects.
Dexterity of hands and fingers to operate a computer terminal, typewriter and other office equipment.
Hearing and speaking to exchange information on the telephone or in person.

HAZARDS:

Contact with dissatisfied or abusive individuals.