DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION

TITLE: Academic Program Coordinator
DATE: December 2023
SUPERVISION RECEIVED: Dean of Academics
POSITION NUMBER: S99907

DEPARTMENT: Academic Affairs
FLSA STATUS: Non-Exempt, Hourly
SUPERVISION EXERCISED: Student Employees; Work Study Students
SALARY RANGE: $16.00 - $19.00

SUMMARY of WORK:
The Academic Program Coordinator provides a broad range of administrative, operational, and technical support to the academic department and Registrar. Areas of responsibility include assisting with academic planning and assessment, ongoing communication with instructors and students, supporting the Registrar in the collection and dissemination of institutional data, assisting with data entry and management of the College’s student information system, and coordinating a wide range of academic procedures and partnerships.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

• Ensures the achievement of the mission of Dawson Community College by supporting the Dean of Academics, Registrar, and all faculty in the operation of all academic programs
• Maintains deadlines and coordinates timely and accurate completion of administrative documents
• Maintains course curriculum data, updates program curriculum and course offerings
• Creates and maintains the DCC curriculum database for all purchased curriculum
• Assists Dean of Academics, Registrar, and all faculty in updating the Catalog
• Coordinates, with the Assistant to the Deans, all adjunct instructor lists, course schedules, course loads, etc.
• Tracks faculty loads and works with Human Resources to prepare Additional/Overload Pay agreements, and Internship/Practicum agreements for all full-time, part-time, and adjunct faculty
• Collects syllabi and maintains official syllabi files for all courses, workshops, and corporate training offered through the college
• Assists in set-up and facilitation of classroom and academic event scheduling
• Plans, prepares and distributes academic calendar and final exams schedule
• Prepares, maintains and distributes faculty load sheets, faculty hourly schedules, and course enrollment history document
• Coordinates the course schedules for fall, winter, spring, and summer sessions. Inputs course information and detail codes into the Banner system
• Assigns classrooms to course schedules, prepares and updates classroom schedule signs
• Coordinates the scheduling of all classroom observations and evaluations
• Coordinates and maintains program requirement listings/plans of studies for use by faculty.
• Prepares and organizes training on classroom technology
• Coordinates technical assistance to faculty related to classroom technology, Cengage and LMS (Moodle) as needed
• Develops and maintains an in-depth understanding of the functionality of Banner
• Responds to urgent requests with flexibility and cooperation
• Supports the academic policies of DCC, including adherence to FERPA guidelines, with accuracy, timeliness, and student-centered professionalism
• Supports articulation for all transfer credits
• Ensures adherence to policy and regulatory requirements.
• Assists the Dean of Academics in the implementation of all initiatives, directives, and legislation impacting current and new programs
• Assists Dean of Academics with academic affairs matters relating to all academic partnerships i.e. CCCOnline, Quottly, Second Chance Pell Grant, etc.
• Coordinates, designs, and schedules the Second Chance Pell Grant with “additional sites” as needed.
• Works with the Dean of Academics and Registrar in the creation and updates of academic reports
• Creates, updates, and extracts reports with Banner, Tableau, and Post-Secondary Data Partnership
• Provides and promotes excellent customer services through courteous, informed, accessible, and professional engagement
• Assist the Registrar with DSO for international students; SCO for veteran students
• Continue cross-training with Registrar with Dean of Academics approval for such items as Verifying application information; adding/dropping students, printing transcripts, posting grades, and graduation planning. As a steward of student records, creates, safeguards, and preserves academic records.
• Perform the EdReady Placement processes and input into Banner
• Recommending to the Dean of Academics the faculty advisor assignments
• Assist students with registration as needed.
• Provides guidance to students on academic goals and educational issues
• Assists students on course selection, study habits, and career selection.
• Performs other duties as assigned

PERFORMANCE STANDARDS:

CORE COMPETENCIES:
• Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
• Attendance - Is consistently at work and on time.
• Business Acumen - Understands basic business practices and reporting hierarchy.
• Change Management - Communicates changes effectively.
• Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
• Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
• Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
• Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.

• Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

• Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

• Initiative - Seeks increased responsibilities; Takes independent action.

• Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in the decision-making process; Makes timely decisions.

• Managing People - Includes staff planning, decision-making, facilitating, and process improvement; Makes self-available to staff; Encourages growth; Improves processes, products, and services.

• Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

• Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.

• Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.

• Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.

• Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

• Quantity - Meets productivity Standards; Completes work in a timely manner; Strives to increase productivity; Works effectively.

• Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

• Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

• Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.

• Assessment – Assesses annual performance and works closely with Supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. This institution is an equal-opportunity employer

EDUCATION AND EXPERIENCE:
The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

• Associate’s degree or certificate and/or an equivalent amount of education and experience.

• Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.

• Maintain high level of professionalism and confidentiality.

• Ability to work evening and weekends, as necessary.
• Valid Montana Driver’s license.

PREFERRED:
• Bachelor’s Degree
• Employment experience in higher education and experience with university software (Banner, EMS, APEX, etc.)

COMPLETED APPLICATION PACKET MUST INCLUDE:
• Completed Dawson Community College application
• Current resume
• Cover Letter
• Copies of college transcripts (original transcripts required, if hired)
• Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED
TO: Human Resources Department
hr@dawson.edu 406-377-9430

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will have to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate based on creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation regarding access, employment, programs, or services. The College complies with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints about these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu
Mailing Address: 300 College Drive, Glendive, MT 59330.

REVIEWED BY (SUPERVISOR SIGNATURE) ___________________________ DATE: ___________________________