

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

Job Title:	Health Sciences Coordinator	Range:	40
Date Revised:		Date Approved:	September 13, 2022

PRIMARY PURPOSE

This position is responsible for performing a wide variety of complex and specialized administrative duties to support one or more functional areas, departments, or administrators, and coordinating office functions to assure efficient operations. This requires specialized knowledge in the specific area supported (e.g., financial aid, student services, health services, various instructional areas, and any other departments).

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs complex administrative duties independently in support of one or more functional areas, departments or administrators within established rules and regulations; organizes and manages daily activities to assure efficient operations; provides information to departments, personnel, students, and the public on the phone and in person; answers questions and resolves problems requiring judgement, knowledge, and explanation of policies. Design, implement and update online applications including Health Science Applications using appropriate programming software and building of new online.
2.	Plans, coordinates, and assists in the preparation and maintenance of class and faculty schedules, room assignments, textbook orders, and associated paperwork; assists instructors with preparation of curriculum, forms, applications, and testing materials; ensures classrooms and instructional areas are maintained; assists students with registration. Create, update, and run ADA compliance check for documents posted on related program webpages. Documents include program brochures, sample applications, checklists, workshop handouts, etc. Responsible for digital files. Utilize data to create tutoring options and study group options in compliance with Title V Completion Team. Use statistical information to determine and implement best practices for assigned programs.
3.	Coordinates and facilitates special projects, not limited to application processes, program review, accreditation reports, receptions, facilities use and events; maintains calendar of activities; coordinates travel arrangements, approves, prepares, and distributes promotional and informational materials; maintains current mailing lists.
4.	Research college's accreditation status related to accepted college accreditation companies. Research and evaluate college's general education requirements. Maintain records of State agency permitted changes to course requirements. Track course changes and update accordingly.
5.	Coordinate annual mail, notifications, and correspondence to applicants and the public utilizing appropriate software and campus procedure. Pull transcripts from vendor site(s) and create files for test takers. Used data from vendor site(s) to collaborate with faculty and staff to establish future exam passing rates. Provide and assist applicants with Credit by Exams form (Admissions and Records Form) and Test Clearance Form (Bursar's Form).

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| 6. | Monitors department expenditures and budgets; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; maintains petty cash accounts; responds to inquiries regarding financial issues. Orders supplies and prepares purchase requisitions; tracks orders to assure delivery and payment; responds to facilities maintenance requests. Present new application procedures and processes annually during the Health Sciences Department meeting each semester. |
| 7. | Evaluates and processes forms, transcripts, and applications; verifies data for accuracy, completeness and compliance within established procedures; enters data into computer system; monitors, calculates and submits time sheets; maintains confidential files and data. |
| 8. | Proctor Career Mobility (LVN/LPT to RN) exams. Utilize student tracking platform to generate statistical report. Prepare reporting used by Admissions and Records to apply Special Approval codes used to clear registration blocks. Assign attributes within Banner to facilitate the generation of data and statistical reports needed. Serve as a committee member of Title V Health Science Completion Team committee. |
| 9. | Types and may compose and edit correspondence, memos, letters, agendas and reports; revises schedules, forms, reports, records, and other information; prepares statistical information for use in reports; schedules appointments and meetings; attends meetings and transcribes and distributes minutes; initiates and answers telephone calls; screens and directs calls; greets visitors and directs to appropriate personnel; routes and distributes incoming mail and other materials; prepares outgoing mail and packages. |
| 10. | Trains and provides work direction and guidance to others as directed. Trains staff, students and adult hourlies related to work assignment. Coordinate and participate in Health Science workshops including preparing workshop handouts. |
| 11. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. |
| 12. | Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events. |
| 13. | Performs related duties as assigned. |

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Health Sciences Coordinator maintains frequent contact with various District departments and personnel, faculty, students, and the public.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

Sixty (60) college semester units and three (3) years of experience or Bachelor's degree from an accredited institution, and one (1) year of experience preferably in a field related to the assignment.

Related professional experience within an environment with high emphasis on customer service and program coordination, preferably in an educational setting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment

Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary

Knowledge of project management, communications and marketing principles

Knowledge of computer-based employee/student/program tracking, enterprise systems

Knowledge of various computer software programs

Knowledge of modern office practices, procedures and equipment

Knowledge budget and auditing principles, practices and procedures

Knowledge of financial and statistical record-keeping principles

Knowledge of leadership principles and practices

Ability to understand scope of authority in making independent decisions

Ability to interpret, apply, and explain rules, regulations, policies and procedures

Ability to coordinate grants, categorical funding and assigned programs and assignments

Ability to analyze situations accurately and adopt an effective course of action

Ability to supervise, train and provide work direction to others

Ability to coordinate an assigned program with minimal supervision or direction

Ability to make arithmetic calculations quickly and accurately

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to understand and follow oral and written directions

Ability to communicate effectively, orally and in writing

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

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SPECIAL REQUIREMENTS

Requires a valid California Driver's License

WORKING CONDITIONS

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours) repetitive use of upper extremities, fine finger manipulation, including hand coordination activities; driving to a variety of locations to purchase or pick-up items, or make arrangements for activities and events.
