



AGS Student / Faculty Services Coordinator

DEPARTMENT MASL	STATUS FT	CLASSIFICATION Nonexempt	RANK <i>Admin I</i>	DATE LAST UPDATED October 2017
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PURPOSE

The purpose of the Adult & Graduate Studies (AGS) Student / Faculty Services Coordinator is to provide administrative support for Adult and Graduate students and faculty. This position serves the Academics departments by assisting the Director of Adult and Graduate Studies in the functioning of the AGS office, AGS faculty with their classes and questions, and current students with their program related needs.

GENERAL DESCRIPTION

This position serves as administrative support for the AGS office. This role will interface constantly and consistently with administrators, staff, faculty, and students. It involves all types of communication (including confidential). Responsibilities include the oversight of the daily operation and functions of the AGS office as well as providing general assistance to faculty and students including student coaching in the adult and graduate programs. This coordinator is able to maintain progress on multiple projects while working efficiently with people. The position reports to the Director of AGS and works with the Registrar for Adult & Graduate Studies on a regular basis.

ESSENTIAL DUTIES

- Reports to the Director of AGS under the oversight of the Vice President of Academic Affairs (VPAA).
- Assist the Director of AGS in planning the functions of services provided to students.
- Facilitate the online orientation of new DCP students.
- Facilitate the graduate program residency weeks at the San Dimas campus and other locations.
- Welcome new students to adult and graduate programs.
- Support retention of DCP and graduate students by tracking progress and providing encouragement.
- Coaching and supporting students towards successful completion of their study programs.
- Communicate teaching schedules and expectations to faculty.
- Assist AGS Director in training faculty in online instruction.
- Work with instructors to ensure course outlines are updated each class and contain all required elements.
- Review textbook choices with faculty and communicate textbook selections to Academics for updating in Campus Anywhere and MBS.
- Conduct course evaluation distribution, collection, & review.
- Assist AGS Director in evaluating and revising courses in conjunction with departmental faculty.
- Participate in departmental and programmatic assessment activities of the academic programs, courses, and student services including annual program outcome assessments and program reviews.
- Update relevant department procedure manuals and student handbooks.
- Communicate with Faculty Assistant for Online Learning to ensure management of the Moodle CMS for DCP and graduate courses, creation/copying of DCP and graduate course shells in the Moodle CMS, and enrollment of DCP and graduate students in their appropriate courses in Moodle.
- Complete other projects assigned by the Director and VPAA

NOTE: Though not required, this position is optionally eligible for appointment as a Foursquare minister under certain conditions. If appointed as a minister, the employee will be available to provide pastoral care and prayer. In addition, s/he may be called upon to perform sacerdotal duties upon request of the College

MINIMUM REQUIREMENTS

- Minimum BA Degree
- Ability to communicate clearly (interpersonal communication, public address, and written communication) with students, faculty, staff, & administrators
- Ability to work with faculty and other education professionals.
- Excellent organizational skills, efficiency, and productivity
- Able to multi-task unsupervised
- Proficient working computer knowledge: Microsoft Outlook, Word, Excel
- Must be able to sign the College's Statement of Faith.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee and is subject to change and revision when necessary.