

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

COORDINATOR, HEALTH SCIENCES

Salary Range 20

BASIC FUNCTION:

Under the direction of the Dean, Health Sciences, supports the activities of the Health Sciences office; ensures efficiency of office operations; serves as a resource regarding Health Sciences programs; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Coordinates and manages daily activities of division office to ensure efficient and effective office operations. (E)
- Disseminates information, written and verbal, to students and the public regarding the courses and programs offered by Health Sciences; answers questions pertaining to course/program requirements and admission criteria. (E)
- Accepts and review application packets, including transcripts, from applicants for registered nursing (RN) and vocational nursing (VN) programs; establishes files for review by dean; maintains correspondence with applicants pertaining to their status. (E)
- Maintain waiting list for the RN and VN programs; prepares and sends letters of acceptance along with admission information. (E)
- Prepares purchase requisitions; assigns account numbers; verifies availability of adequate funding; inventories and orders office supplies; contacts vendors regarding product/pricing information for instructional supplies and equipment; and follows up with vendors and/or Office of Business Services regarding status of purchase orders. (E)
- Coordinates, prepares, and submits to the Office of Academic Affairs the Health Sciences section of the schedules of classes; assigns classrooms, maintains room book for lab and classroom usage; submits changes/updates to Office of Academic Affairs as they occur. (E)
- Accepts physical examination forms submitted by students admitted to the RN and VN programs; conducts preliminary review; and follows up with students to ensure compliance with immunization requirements. (E)
- Operates computer and other office equipment in the preparation of correspondence, letters, memoranda, reports, instructional materials, and forms. (E)
- Records and transcribes minutes of division and advisory committees; prepares agenda items; maintains records and files; receives and distributes mail, initiates and answers telephone; screens calls, and schedules appointments for the Dean.
- Prepares certificated and adjunct/overload payroll reports.
- Coordinates the dissemination of textbook requisition forms to faculty; collects and reviews for accuracy before submission to Bookstore; contacts textbook company representatives regarding updated information and desk copies for faculty; provides updated information to bookstore and faculty. (E)
- Prepares and maintains records of expenditures, encumbrances and current balances related to Health Sciences area; provides monthly updates to Dean. (E)
- Performs a wide variety of other less time consuming administrative and clerical duties and function including such items as completion of forms, collecting timecards, updating book lists, preparation of certificates, preparation of rosters, updating information packets, arranging for finger printing, malpractice insurance, etc. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work in education, Health Sciences, or related field and three years increasingly responsible clerical or office coordination experience.

KNOWLEDGE OF:

Operations, procedures and activities of the Health Sciences office.
Philosophy, objectives and policies of Health Sciences.
Career and occupational resources, trends and opportunities.
College entrance requirements and procedures, State licensing and accreditation.
Methods and techniques used in Health Sciences.
District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Statistical record-keeping techniques.
Establishment of files and information retrieval systems.
Operation of office machines including computer equipment/applicable software.
Basic math and statistical analysis in preparation of budget.
Correct English usage, spelling, grammar, and punctuation.
Principles of training and providing work direction.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform responsible administrative support duties for the Dean.
Coordinate and oversee the daily operation, services and activities of the Health Sciences office.
Interpret and apply rules and policies with good judgment while carrying out a variety of office assistance, analytical and administrative detail assignments.
Provide specialized assistance and information concerning Health Sciences and college entrance to students, faculty and others.
Provide information and materials related to Health Sciences career/college opportunities.
Obtain, evaluate and process occupational literature.
Train and provide work direction to others.
Compose correspondence independently.
Perform difficult and complex office assistance, record keeping, and administrative detail work with speed and accuracy.
Compile and verify data and prepare reports.
Use a typewriter, computer terminal and other office equipment efficiently.
Type at 50 words net per minute from clear copy.
Compile and organize data and prepare reports.
Learn and apply procedures, rules, regulations and terminology concerning the Allied Health Sciences, Physical Education, and Athletics division.
Skillfully operate automated equipment and standard applications software.
Deal tactfully and courteously with others in answering questions, disseminating information and providing assistance with Health Sciences policies and operations.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, faculty, vendors, and external agencies.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Lifting light objects.
Reaching to file and retrieve records.

WORKING CONDITIONS:

Health Sciences environment.

Constant interruptions and frequent interaction with students and staff.