Job Description

Job Title: Coordinator of Academic Affairs  
FLSA Status: Non-exempt  
Department: Academic and Student Affairs  
Reports to: Vice President of Academic Affairs and Student Affairs

Job Summary

Under administrative direction of the Vice President of Academic Affairs or designee, the Coordinator of Academic Affairs at Gillette College serves as a contact and resource person on special projects and programs in support of academic affairs, serves as liaison, and provides administrative support to faculty at Gillette College. The Coordinator supports the academic deans with management, observation and evaluation of adjunct faculty. This position also serves a critical role by serving as a liaison to Campbell County high schools for matters pertaining to dual and concurrent enrollment opportunities.

Essential Duties and Responsibilities

• Facilitates departmental processes and procedures.  
• Serves as a liaison with various departments across campus and district.  
• Reviews and processes class schedule draft submissions, change of master schedule (CMS) form requests, instructor assignment form requests, and/or other requests for class scheduling support or general information.  
• Works with school class scheduling to troubleshoot and resolve class scheduling errors and informs supervisor of irregularities and/or collaborates with supervisor to resolve complex issues.  
• Communicates with college departments/offices, district and sharing college class scheduling offices. Uses GCCD reporting systems to review class schedule-related information for accuracy or dissemination to various colleges.  
• Facilitates class scheduling processes by collecting data, analyzing trends, developing and following best course scheduling practices.  
• Serves on course scheduling work group, enters schedules into Colleague and assigns classrooms.  
• Facilitates adjunct faculty evaluation processes and organizes professional development for adjunct faculty.  
• Serves as a liaison for adjunct faculty with Human Resources, Registration, and Information Technology.  
• Supports supervisor and Curriculum Chair with college curriculum committee meeting planning/logistics, requests for curriculum-related information.
• Assumes responsibility for special projects as assigned.
• Assists with updating operation procedures manual.
• Assists with commencement ceremonies.
• Participates in class scheduling or curriculum-related meetings, training opportunities, professional development, etc. and ensures compliance with college and district class scheduling and curriculum policies and practices.
• Facilitates reviews of Academic Affairs’ internal operating and administrative procedures and implements changes to improve efficiency.
• Facilitates and manages special college events on behalf of Academic Affairs.
• Hire, train, supervise and evaluate student employees in conjunction with human resources.
• Processes area and event requisitions, purchase orders, as well as assists with budget planning processes.
• Establishes repositories for accreditation, academic and strategic plan evidence.
• Facilitates all roster distributions, student evaluations, and book orders, and collect and maintain syllabi files for accreditation, information and reference purposes.
• Uses the Student Information System (SIS) Curriculum Management component to perform all aspects of college-wide class schedule support services, including but not limited to schedule of classes, roll curriculum data forward, add/update combined sections and enrollment requirement groups, synchronize dynamic date ranges, and add/update instructor teaching assignments.
• Serves as a liaison with high school administrators and faculty in support of concurrent and dual enrollment options.
• Facilitate annual MOU negotiation with Campbell County high schools in close consultation with the Vice President for Academic and Student Affairs.
• Facilitates communication and professional development among college and high school faculty.
• Facilitates collaboration among college and high school faculty for determination of common assessments and collection of assessment artifacts.
• Facilitates concurrent enrollment student course evaluations and adjunct instructor evaluations by full-time faculty.
• Facilitates the annual Concurrent Enrollment Program Evaluation process for deans, college and high school faculty.
• Other duties as assigned.

Knowledge, Skills, and Abilities Required by the Position:

• Demonstrated understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural and ethnic background of student and community populations.
• Self-directed, motivated.
• Strong leadership skills.
• Excellent human relations skills, customer service and organizational skills.
• Ability to analyze and solve problems using creativity, good judgment and initiative.
• Demonstrate professionalism in daily operations to maintain confidentiality of sensitive data.
• Positive communication skills – oral, interpersonal and written.
• Ability to organize well, establish priorities and multitask.
• Ability to get along well with others and work as an effective team member.
• Family Educational Rights and Privacy Act (FERPA).
• Experience with Colleague desired.
• Ability to research, analyze and interpret documents from educational systems, including transcripts, grading systems and curricula. Ability to recognize inconsistencies in academic records including duplication of course content, repetition and falsification.
• College rules, procedures, budget management planning.
• Accounting procedures involving procurement, travel, and purchasing.
• Project management principles, practices, techniques, and procedures.
• General understanding of integrated database systems.
• Gillette College policies and procedures.
• Ability to apply thorough knowledge of policies to a variety of individual situations. Recommends procedures to ensure compliance in a diverse learning community.

Supervisory and Management Responsibility

• Hire/supervise/train/evaluate student employees to support division activities in conjunction with human resources.
• Facilitates processes and procedures relating to the management of all adjunct faculty, concurrent and otherwise.

Minimum Qualifications:

• Bachelor’s degree from an accredited institution preferred. Associates required.
• Demonstrated experience in working with a variety of constituents.
• Two to three years of administrative experience preferred developing and analysis of data.
• Commitment to continuous improvement and the team approach.
• Posses a valid driver’s license.

Working Conditions/Physical Requirements:

• Standard office environment.
• Some evenings and weekends may be required.
• Some travel required, especially within Campbell County, Wyoming.

HOW TO APPLY:
In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at https://gillettecollege.org/careers), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.