



POSITION DESCRIPTION

JOB TITLE: Site Coordinators Job Class:	
DATE	Division of Recreation
BARGAINING UNIT:	FLSA STATUS: <input type="checkbox"/> Exempt x <input checked="" type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Site Coordinators will oversee the day to day operations of our student centers. Will advise students on college applications, scholarships, and career planning.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Advises students on various college aspects. (College applications, essay writing, and career planning).
2. Provides leadership and guidance to students.
3. Holds workshops that provide PowerPoint presentations on scholarship opportunities, post secondary options and financial aid.
4. Acts as a liaison between colleges/students. Ensures the students get the information they need.
5. Keeps High School counselors informed.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.) Supervision is provided by the College Access Coordinator.
SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b)

outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) prepare performance appraisal; (g) take or recommend disciplinary action with the approval of the Executive Director.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in education or a related field from an accredited college or university.

Experience Requirements

Minimum of two years of college/student advising experience.

Knowledge, Skills, and Abilities

Demonstrated success in presenting college information and other financial materials. Experience in brand development, management and compliance. Knowledge and demonstrated application of Microsoft office and Adobe Creative Suite, including InDesign. An understanding of the school district structure, knowledge of district policies, protocols and strategic plan goals.

Excellent oral and written communication, presentation and project management skills are essential. Skill at organizing resources and establishing priorities is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must be highly motivated, independent and highly organized.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.