



Monitors status of facilities and equipment, contacting appropriate college departments or vendors for resolution. Ensures an adequate and safe college environment both inside the building and its close proximities;

Provides direct assistance to instructions such as site orientation, coordinating lab usage, proctoring exams, setting up and running videos or other media when absent, printing student rosters, relaying information to students, resolving student conflicts, setting up classrooms, fixing minor computer, audio, projector or copy machine issues, and related; Supervises staff and student workers;

Participates in-person and telephone reception of the site;

Maintains liaison with local agencies including speaking to community groups regarding offsite facility offerings and general college information; attends trade shows, festivals and local high schools to represent the program and the college in general.

Coordinates scheduling of classes, classrooms and rental of facilities by other entities while working closely with the facilities use scheduler.

Attends and participates in a variety of internal and external meetings, committees and organizations;

Prepares and maintains a variety of files and records such as student files, expenses, budget tracking, instructor attendance, copier use, outside use of facilities, etc.

Supports Welcome Center/student worker staff. Takes over student worker responsibilities and job duties when student workers are not available.

Provides information and proper contact information of the various departments and degrees to potential and current students both at the site and also during community events.

Coordinate and lead workshops for schools and other community agencies if applicable.

Maintains site stock of office supplies and college forms; picks up and delivers mail, supplies, copying paper, promotional materials, forms, materials and books between main campus and site;

Maintains bulletin boards and coordinates displays; collects and posts communication (flyer, posters, etc.) from the various departments and community agencies in order to keep students informed and aware of various events and opportunities.

Oversees the vending machines on site. Assists students when not working properly.

Reports any issues.

