

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Distance & Off-Campus Svcs**

Job Code: **3552**

Pay Grade: **020** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's Degree	Master's Degree
Experience	Two years professional experience managing all business aspects for an office in a higher education setting (community college or university)	Two years professional experience with some supervisory experience managing all office business in a fast-paced, growing department
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Coordinator is responsible for supporting the Director of Distance and Off-Campus Education by managing the daily business processes for both the home office and the off-campus centers. The Coordinator supports logistics for the off-campus centers and university/department enrollment goals. The Coordinator acts as communications hub between the home office and off-campus staff and represents the Director and Distance Education Office at meetings, as assigned. The Coordinator assumes responsibility for department activity in the director's absence.

Duties and responsibilities	% Time
Manages all business aspects of the Distance Education Office including processing and tracking of vouchers, purchase requisitions, travel and reconciliation of home office cost centers. Reviews all business transactions and reconciliations for off-campus centers' cost centers prior to submission to business coordinator. Maintains timesheets for all DE staff and COW participants. Develops detailed documentation on business processes and procedures for: entry of vouchers, PRs, reconciliation of cost centers; entry of employment opportunities within the department into SAM,	40
Generates daily list of prospective or current students that require follow-up/follow-through by phone or email for EMC and AAs. Enters prospect data for all territories in the event the EMC or AAs are assigned back-to-back recruiting events to assure data entry is completed within two business days, post-activity. Triage inquiries received in the DE home office by phone, email and web acting as communications hub for the home office and off-campus staff; acts as liaison for prospective students with DE staff, faculty, and UHCL administrative offices; augments Student Services support. Responsible for providing students requested information in preferred format - electronic or snail-mail. Collaborates with other staff at the UH System Centers, UHCL Home Offices and UHCL Off-Campus Learning Centers attending meetings representing the DE Office as assigned. This position assumes responsibility for all department activity in the director's absence.	30
Is responsible for developing, deploying and maintaining an inventory and logistics system for all marketing materials, office supplies, and electronic resources supporting internal customers and external vendors.	20
Weekly report to Dir. of Distance & Off-Campus Education on all operational and business activities by site. Monthly report to Dir. of Distance & Off-Campus Education to include identification of	10

<p>operational issues by site as well as summarizing weekly/monthly staff reports including success in conversion of students from inquiries to admitted students. Maintains physical inventory of department's capital assets at the home office and off-campus centers. Acts as originator and point of contact for entry of employment opportunities within the department into SAM. Supports the development of advising/marketing materials by reviewing content for accuracy. May represent UHCL Distance Education at off-campus and on-campus recruiting events with area businesses, institutions, organizations, governmental agencies, and community colleges. Other duties as assigned.</p>	
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This position description describes the general qualifications, duties and responsibilities of work being performed.