

Job Classification Description

- Excellent planning, organizational, and administrative skills; good supervisory and budget management skills.
- Ability to deal effectively with College faculty, students, administrators, and staff, as well as various outside organizations and agencies, in enforcing key College academic policies.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.