

equipment); coordinate follow-up billing and accounting tasks related to facilities use.

- Supervise student workers assigned to provide support services for all assigned functions with the Business Office.
- Confer regularly with supervisor and other college departments and personnel to plan, coordinate and evaluate programs, services, and activities, exchange information, resolve problems.
- Plan and administer records systems related to assigned functions.
- Chair Campus Conference Committee.
- Prepare various administrative reports.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

Direction is received from the Dean of the College.

SUPERVISION EXERCISED

Functional and partial administrative supervision of several student staff.

MINIMUM QUALIFICATIONS

Bachelors degree, plus three to four years of relevant administrative and

