



## **Administrative**

- **Supervise departmental staff and conduct yearly evaluations.**
- **Annually assess programs, develop and modify programs in accordance with institutional objectives and student needs.**
- **Prepare and monitor annual budget, coordinating multiple budget lines and program accounts.**

### **SUPERVISION EXERCISED**

**Supervise Coordinator of Career Services, Academic and Career Advisor, Staff Assistant, and several student employees.**

### **SUPERVISION RECEIVED**

**Direct supervision is received from the Academic Dean.**

### **MINIMUM QUALIFICATIONS**

- **Masters degree in appropriate discipline, plus three to five years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.**
- **Strong technical knowledge and skills related to developmental advising.**
- **Good planning, organizational, administrative and supervisory skills.**
- **Ability to work collaboratively and in an interdisciplinary capacity.**
- **Strong and effective interpersonal and written communication skills.**

**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.**