**DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Coordinator-FLW  
**DEPARTMENT:** CCPS-FLW

**DATE:** April 1, 2015  
**SCHEDULE:** Regular, Full-time, 12 months, M-F

**REPORTING SUPERVISOR:** Director Mid-Missouri Region  
**FLSA:** Exempt - Administrative  
**IPEDS:** 25

**JOB FUNCTION:**
Coordinates site operations at the Ft. Leonard Wood office. Completes each semester’s class schedule; monitors and manages enrollment; recruits, hires, assists, and evaluates faculty; maintains office hours for academic advising as well as assisting students and faculty; markets the program through media and by meeting with organizations and industry representatives. Supervises office staff. Manages office security and maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

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<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Assists current and prospective students at the Ft. Leonard Wood (FLW) campus through the provision of correct, up-to-date information and support. Provides academic advising using current catalog, schedule, and course requirement sheet. Assists students with the selection of courses based on previous college work and/or new student status. Provides information about college programs and policies as well as financial aid programs. Assists with accurate completion of registration forms, including entry of information into the university database, and all other supporting documentation. Makes certain that all paperwork is routed in the appropriate way to the appropriate place.</td>
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<td>2. 30%</td>
<td>Ongoing</td>
<td>Advises military regarding the Centralized Tuition Assistance Management (CTAM) program. Creates monthly TA invoices for payment, solves helpdesk cases, inputs course, class, and grade information.</td>
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| 3. 20%             | Ongoing   | Responsible for the administration of the FLW campus program:  
1) Schedules all classes by coordinating with the Director of Mid-Missouri Region and by soliciting input from students and faculty.  
2) Recruits qualified faculty and coordinates the application process. Assists faculty with the preparation and delivery of classes by providing information, equipment, and supplies. Allows students to evaluate instructors and provides feedback to instructors, giving them guidance for the future delivery of classes.  
3) Works with the Director of Mid-Missouri Region to insure that the Memorandum of Understanding (MOU) with the Army is followed. |
| 4. 10%             | Ongoing   | Coordinates special/cooperative programs associated with the St. Robert/Fort Leonard Wood campuses:  
1) Helps develop, define, and support future special/cooperative programs |
| 5. 5%              | Ongoing   | Supervises staff members for maintenance of office hours to provide support for students and faculty. |
| 6. 4%              | Semester  | Works with faculty for textbook adoption and for ordering examination or desk copies and ancillary materials from the publisher. Coordinates Textbook Adoption Forms with bookstore in a timely manner. |
7. 1% Ongoing Performs other tasks as requested.

**MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A Bachelor’s degree in a related area and a minimum of three years of office experience, or an equivalent combination of education and experience.
2. Ability to work effectively with the public.
3. Ability to concentrate and attention to detail are necessary in order to have accurate information on degree requirements and college policies.
4. Ability to set goals, prioritize, and organize tasks and workload in order to complete assignments in a timely manner.
5. Excellent interpersonal communication skills, including courtesy and tact, are required in order to deal effectively with students and faculty.
6. Ability to answer and place telephone calls, and to provide information to prospective and current students.
7. Spelling and grammar skills, normally used in daily correspondence with students and faculty, are necessary to communicate correct information.
8. Ability to present a professional and neat appearance for greeting and working with prospective students and faculty.
9. Ability to solve problems and to think critically and independently for organizing and completing workload.
10. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.
11. Reliable transportation for travel to other campuses.
12. A valid Missouri Driver’s License and proof of automobile/liability insurance.
13. Ability to use a mainframe (iSeries), a PC, and related software, specifically Microsoft Office software.

**SUPERVISORY RESPONSIBILITIES:**
Supervises staff members. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Checks for completion and accuracy.

**PHYSICAL REQUIREMENTS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance and stoop or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The employee will be expected to regularly travel to the main campus as well as other sites on an as needed basis.

**WORK CONDITIONS:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The office is usually very busy and noisy with many distractions.