

Coordinator II - Law Enforcement Academy

Posting Details

Please view posting details below. To apply to this posting, please click the link above.

Position Information

Job Title	Coordinator II - Law Enforcement Academy
Posting Number	F005368
Position Status	Full Time
Assignment Length	This field only applies to Faculty
Grant Funded	No
Category	APT
Class Code	14
Pay Rate	Commensurate with education and experience
Location	Northwest
Department	NW Public Srv & Soc/Behv Sci

Job Summary

The Coordinator II position is responsible for providing managerial level work, overseeing daily operations of their department, program, or major process focused on academic affairs, potentially including some non-credit instructional responsibilities. This position is expected to help determine the direction of the department or program, monitor program budgets, and to lead institutional and community outreach. This position is expected to have a high level of department specific knowledge.

Primary Duties and Responsibilities

Essential Performance Requirements*

- Leads and supervises highly complex unit or program
- Performs complex administrative, technical functions for the unit
- Schedules and assigns unit work
- Oversees daily operations
- Makes technical decisions by applying policies, regulations, and protocol
- Manages community outreach
- Performs complex, unit specific tasks
- Develops unit goals and direction
- Supervises and facilitates work of administrative staff
- Manages Budget
- Oversees hiring of new staff
- Actively recruits
- Develops and maintains relationships with individuals and organizations
- Performs assigned duties

Service Excellence

- Participates on behalf of the College in external community organizations and associations
- Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite
- Completes all required training and professional development sessions sponsored through the Tarrant County College (TCC) Institute
- Supports the values of the College: diversity, teaching excellence, student success, innovation, and creativity and service to the College
- Supports the mission, values and 3 goals and 8 principles of the College

Supervision

Works under periodic supervision of department leadership

***Performs other related tasks as required**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Minimum Qualifications

- Master's degree and five (5) years' working experience related to the Essential Performance Requirements; or any equivalent combination of education, training, certification, or work-related experience

Preferred Qualifications

- Experience working in a college or university setting

Knowledge, Skills and Abilities

- Skilled in excellent customer service and interpersonal relationships with diverse populations
- Ability to work effectively in a collaborative environment and a setting that is diverse
- Ability to think critically to effectively solve and communicate problems in a fast-paced environment where the demands for work are varied, and unpredictable in scope and volume
- Ability to use computer applications and enterprise systems, including proficiency with word processing, spreadsheet, and presentation software
- Skilled in excellent customer service and interpersonal skills with diverse populations

Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Special Instructions Summary**Posted**

02/27/2023

Posting Contact Summary

Should you have questions specific to this position please contact the following individual

Contact

Jim McGregor

*

james.mcgregor@tccd.edu

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae

Optional Documents

1. Cover Letter
2. Unofficial Transcripts
3. Certification / License

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Please select the highest level of education you have completed.
 - High School Diploma / GED
 - 60 or more College Credit Hours
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree

- None of the above
2. * Please list any certification or licensure you have that is directly related to this position.
(Open Ended Question)
3. * How many years of working experience do you have related to the Essential Performance Requirements?
- Less than 2 years of experience
 - 2 to 4 years of experience
 - 5 to 7 years of experience
 - 8 to 10 years of experience
 - 10 or more years of experience
4. * Please describe your experience (responses are used to determine eligibility).
(Open Ended Question)
5. * How many years of experience do you have working in a college or university setting?
- Less than one year of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 or more years of experience
6. * How would you rate your level of experience using word processing, spreadsheet and presentation software (i.e. Microsoft Word, Excel, PowerPoint)?
- Advanced
 - Intermediate
 - Beginner
 - None
7. * How would you rate your experience with web-based software?
- Advanced
 - Intermediate
 - Beginner
 - None
8. * How long have you been in your current role with TCC?
- Less than 6 months
 - More than 6 months
 - I am not a current TCC employee
 - I am a current TCC student employee