

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2007**

PROGRAM FACILITATOR I – NON-INSTRUCTIONAL

FLSA STATUS: NON-EXEMPT

**JOB FAMILY: OFFICE/ADMINISTRATIVE SUPPORT
JOB FUNCTION: ADMIN SUPPORT SERVICES**

GENERAL STATEMENT OF JOB

This position provides clerical support and assistance, management support services, or facilitation in a non-supervisory role for specific non-instructional program(s) and/or location(s).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide coordination for non-instructional programs, locations and/or classes.

Provide day-to-day coordination of staff and other support within a given area of responsibility.

Establish and maintain lines of communication between assigned staff and supervising Deans.

Perform other duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Requires a high school diploma and two (2) years of general support experience.

Effective: 11/07