

**FLORIDA STATE COLLEGE AT JACKSONVILLE JOB
DESCRIPTION, 2018**

PROGRAM FACILITATOR II – INSTRUCTIONAL

FLSA STATUS: NON-EXEMPT

**JOB FAMILY: OFFICE/ADMINISTRATIVE SUPPORT
JOB FUNCTION: N/A**

GENERAL STATEMENT OF JOB

Under supervision, this position provides management support services or facilitation in a non-supervisory role for specific instructional programs and/or locations where administrative-instructional oversight is provided.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serve as support for the Program Manager, processing academic records and curriculum documents.

Assist in preparation of classroom, clinic or other instructional spaces, including handling of hazardous materials and equipment maintenance needed for some programs.

Assist in maintaining inventory of class materials, including ordering and restocking, as needed.

Provide services to students in a given area of responsibility, as directed.

Assist with maintaining student records, including tracking and reporting attendance.

Participate in instructional sessions open to the general public that are part of the students' instructional programs, including greeting members of the public and providing general customer service and processing payments.

Maintain instructional area for clinics or hands-on activities, including set up, preparation and clean up, as needed.

Assist in overseeing class activities and in maintaining clean and safe working conditions up to appropriate standards for the designated program.

Maintain student records, classroom equipment, supplies, books, etc. and examine equipment for proper operation.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising Program Manager or administrator.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Requires an Associate's degree or industry licensing/certification in the designated program area supplemented by a minimum of two (2) years of related experience.