

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

PROJECT COORDINATOR - FACULTY AND ADJUNCT PROCESSES

JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS

JOB FUNCTION: MANAGERIAL/SUPERVISORY

FLSA STATUS: EXEMPT – PAY GRADE: 17 – C

GENERAL STATEMENT OF JOB

An employee in this position, under general direction, coordinates assigned activities, tasks, and projects from inception to completion in support of the Provost. The incumbent communicates regularly with College personnel to ensure timely and accurate payment of part-time instructional personnel. The incumbent maintains up-to-date knowledge of Florida Statutes, State Board of Education Rules, District Board of Trustees Rules, Collective Bargaining Agreement and Administrative Procedures as they relate to the College and its payment and credentialing of college part-time instructional personnel and pay-by-course processes such as adjunct, overload, and off-contract teaching. The incumbent will maintain the official Adjunct instructor contracts and ensure pay rates/codes are applied correctly.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Interpret, apply and maintain current knowledge of applicable Florida Statutes, State Board of Education Rules, local rules, Collective Bargaining Agreement and procedures related to the Adjunct instructor payments through Campus Solutions.

Ensure that payment and pay codes for all part-time instructional employees are in accordance with the College's approved plan and the faculty collective bargaining agreement and are accurately and timely entered into Campus Solutions and into the personnel database.

Project Manager is responsible to understand transaction cycles within human resources and payroll to ensure that any recommended changes to procedural process or technical processes are designed to prevent or timely detect error or irregularities in Adjunct instructor payment.

Communicate on a regular basis with the Deans and Encoders, and serve as their central point of contact for administrative support issues related to data entry into the Campus Solutions/IRM system.

Faculty Extra Teaching Term Agreement – verify eligibility/signatures/receipt of required documents/classes. Monitor for any changes during the term and Overload to be received, if applicable.

Review Faculty Calendar of Work Days and Workload Documents to monitor receipt and terms being taught to avoid any overpayment.

Responsible for Faculty Reassigned Timed used in the calculations of overloads.

Responsible for Faculty Overloads – verify load calculations and process for payment.

Work closely with departments on corrections or adjustments needed for cancelled classes or change in instructors.

Set-up new employees who are needing to take AFPD courses through professional development.

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Prepare, validate for accuracy, and upload the Campus Solutions interface for Payroll to pull into HCM. After the data is pulled into HCM payroll provide a second validation to ensure all payment data was transferred.

Input and audit records of required documentation for Adjunct instructional staff.

Develops, coordinates and distributes Adjunct instructor payment schedules and instructions to college personnel and help to ensure timely submission of Adjunct Instructional contracts and payments.

Identify and resolve problems and concerns associated with Adjunct instructor pay.

Execute preparation and distribution of a monthly report noting reasons for payments that are not processed as part of metrics reporting. Use this reporting to develop processes/training to prevent re-occurrence.

Conduct encoder/staff training, as necessary.

Set-up the Adjunct pay calendars/session within Campus Solutions and coordinate with Payroll to ensure deadlines and payment dates are in alignment with the published Payroll Schedule.

Ensure appropriate Adjunct instructor payment details, deadlines, and other critical information is posted on the College's Web links and that distribution to the requisite audience is accomplished.

Serves as first point of contact the encoders and be the liaison for campus support as to class encoding, pay codes, credentialing and other areas that may lead to an instructor being encoded incorrectly.

Develops and maintains a high level of awareness of the requirements of Campus Solutions and HCM through regular assessment and evaluation of relative needs.

Develop reports and processes for audits throughout the encoding cycle.

Advise Provost on probable matters that may arise.

Initiates and monitors different aspects of paperwork.

Develops, writes, revises, and edits documents/information for Adjunct instructor encoding and payments.

Maintain discretion regarding the handling of confidential information.

Respond to research requests as relates to Adjunct instructor payment
Monitor and manage Adjunct Instructor Pay Contracts.

Prepare and provide documentation relating the process for overseeing the Adjunct instructor payment process and validation.

Work with Human Resources on employment related issues for Adjunct instructional staff.

Work with Payroll ensuring the Campus Solutions payment load is accurate and inform them of any adjustments that need to be made.

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Establish and maintain best practices and procedures for file and records management.

Review existing files and purges outdated files as necessary and in compliance with applicable laws.

Maintain open lines of communication with other College departments with regard to assigned projects and provides prompt responses to requests.

May provide HCM and budget, management assistance, as directed.

Perform other related duties, as required.

SUPERVISION RECEIVED:

Supervision is received from the Provost.

SUPERVISION EXERCISED:

May perform in a supervisory or lead capacity over assigned staff.

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency degree and at least five (5) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

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Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 8/2017