

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**ACADEMIC DEPARTMENT COORDINATOR**

**FLSA STATUS: EXEMPT - PAY GRADE: 17 - C**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Academic Department Coordinator plans, coordinates, and manages academic department projects. This position oversees and coordinates a wide range of administrative, financial, and operational tasks based on specific assignment or departmental needs. This position may be responsible for a combination of project coordination, stakeholder communication, academic scheduling, budget monitoring, and logistical support for faculty and staff.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(depending upon assignment)***

Manages departmental projects and special initiatives by planning and developing goals, guidelines, and procedures. Oversees documentation, budget handling, expenditure approval, and ensures timely communication of critical deadlines and data.

Oversees and monitors departmental budgets, tracks expenses, processes financial transactions, and ensures expenses alignment with budgetary constraints while handling purchases, faculty compensation, adjunct pay, and scholarship processing and allocation.

Provides direct support to students with enrollment challenges, academic and finance appeals, and registration issues.

Maintains and manages clear communication across departments and college and community partners (adjunct instructors, faculty, staff, students, and external partners) by developing, writing, and distributing information; systematically alerting departments of critical dates and time frames for time sensitive reports and data collection; and utilizing various college-wide communication systems to ensure smooth operations and timely updates.

Administers and manages credentialing applications for newly hired faculty and adjuncts and supports the accreditation process through the preparation of compliance reports and annual surveys. Ensures compliance and accuracy with college and state requirements by reviewing and submitting degree and workforce program documentation.

Manages the collection and review of time sensitive reports and data including enrollment reports, faculty workload documents, course scheduling data, and budget reports. Updates, researches, analyzes, and summarizes complex data and information related to students, financial, and human capital databases and communicates findings to stakeholders.

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Provides comprehensive administrative support by overseeing departmental tasks, coordinating meetings, managing schedules, ensuring timely reporting, processing various paperwork such as collegewide compliance reports, secondary job approvals, travel authorizations, stipends, reassigned times, etc., and handling clerical duties such as phone reception and visitor management. Assists with selection, assignment, and performance of support staff.

Oversees and manages academic program scheduling, including encoding of schedules, classroom assignments, meeting coordination, term adjustments, faculty pay, and maintaining academic and department calendars to ensure all critical dates and deadlines are met and important events are communicated.

Assesses inventory needs, orders educational and office supplies, and tracks equipment for various departments. Coordinates laboratory facilities, conducts needs assessments, orders consumables, and troubleshoots equipment issues for various areas.

Coordinates events, professional development workshops, and directs travel logistics for faculty and staff, including accommodations, authorizations, and expense reports. Oversees annual conferences and meetings from preparation to follow-up with participants as needed.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision may be exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Associate's degree from a regionally accredited college or university and three (3) years of related experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree from a regionally accredited college or university and three (3) years of general business experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

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**Data Conception:** Requires the ability to compare and/or evaluate the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to the occupation.

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

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

**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 rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, 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). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Effective:** 10/2017

**Revised:** 10/03/25