

JOB DESCRIPTION:	AES Program Coordinator		
DEPARTMENT:	Adult Education Services		
REPORT TO:	AES Director		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	# 404110	DATE APPROVED:	06-APR-2023
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Provides coordination and assistance in the planning, development, implementation, and management of the department's student intake, advising, and orientation processes including data entry and testing processes.

DUTIES:

1. Assists as the primary point of contact on departmental or program activities. Provides support to the department and supervisor for all activities and projects. Assists with department logistics.
2. Screens telephone calls, incoming mail, and visitors for the department or program. Initiates, composes, and types a variety of internal and external correspondence and memos as needed within delegated authority.
3. Serves as the program's data technician by entering and maintaining student intake information, managing student physical and digital files, and ensuring data integrity and consistency with program, state, and federal policies and regulations.
4. Works with department representatives as necessary to facilitate and expedite the efficient flow of documentation and data entry to ensure efficient student onboarding.
5. Plans and coordinates departmental or program data and file audits to ensure compliance with university, state, and federal requirements. Responsible for file maintenance in the department including filing and/or electronic filing, organizing, retrieving documents for audits, etc.
6. Maintains confidential files and records of division information. Collects, compiles, and prepares materials, statistics, and documents for annual strategic planning sessions. Assists in preparation of paper, electronic documents, and communications. Reviews documents and electronic resources, as per department activities or needs, including but not limited to advising needs. Understand and refers students to correct program staff for assistance. Assists in maintaining student advising files, either electronic or hard copy, as needed.
7. Serves as the testing coordinator for the program, including entering students into the testing management systems, generating test codes for students, scheduling pre- and post-testing sessions, and proctoring test sessions or identifying program staff to serve as proctors when needed.
8. Creates, maintains, and purges specified data files and logs as required; makes individual and/or mass corrections, modifications, and/or updates to data in files, as appropriate.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High school Diploma or GED with 2 years of experience in office setting required. Associates degree preferred. Must demonstrate ability to work with Microsoft Office (Word, Excel, Outlook), and database management systems. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Working knowledge of basic office functions; highly organized and able to work on multiple projects simultaneously. Skill in researching, compiling, and preparing reports and related information. Must be knowledgeable of university policies and procedures, and state and federal laws and regulations that apply to university processes. Must be sensitive to cultural differences within the University and community.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. Add additional requirements if necessary based on the job duties. *
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)