

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TECHNOLOGIES COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

This is a part-time, non-benefitted, categorically funded position and is contingent upon the availability of funds and “life of the grant”.

SUMMARY DESCRIPTION

Under direction, performs a variety of activities designed to promote and publicize programs for the Center for Applied Competitive Technologies (CACT) programs; assists in the marketing, developing, coordinating and delivery of CACT programs to industrial businesses, middle schools, high schools, colleges, and community organizations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provide support services for the Center for Applied Competitive Technologies (CACT) programs.
2. Assist in marketing, developing, coordinating and delivers CACT programs to industrial businesses, high schools and middle schools.
3. Develop, design, and disseminate marketing materials and program information to middle schools, high schools, community organizations, and industrial businesses.
4. Prepare and conduct oral presentations at middle schools, high schools, community organizations, and businesses.
5. Ensure students perform assigned projects in accordance with safe work practices; demonstrate the safe and effective operation, and use of tools and equipment.
6. Performs a variety of administrative support functions; prepares correspondence; updates client agreements/contracts; submits monthly invoices.
7. Responds to questions and inquiries from members of the general public, the media, and outside institutions and organizations; provides information within area of responsibility; resolves complaints in an efficient and timely manner.
8. Attends and participates in professional group meetings; provides information within area of responsibility; maintains awareness of new trends and developments in the field of marketing; incorporates new developments as appropriate.
9. Prepare and maintain records and files related to program services and activities.
10. Provide data to evaluate the effectiveness of CACT programs.
11. Maintain the security of project equipment and supplies.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned

within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of marketing and public relations.
Office procedures, methods, and equipment.
Mechanics, electronics, technology products, or industrial maintenance.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar, and punctuation.
Must have strong organizational skills, strong public relations skills, and strong written and verbal skills.

Ability to:

Develop and write accurate and effective marketing and sales materials.
Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.
Establish and maintain community relationships.
Understand the nature of partnerships and identify mutual interests.
Assess community needs to develop appropriate service partnerships for assigned programs.
Lift and move up to 40 lbs.
Organize and maintain accurate records.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships.
Work independently in the absence of supervision.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in marketing, engineering, technology or a related field.

Experience:

Four years of increasingly responsible experience in the engineering, technology, logistics, teaching, sales or public relations.

License or Certificate:

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a standard office setting occasionally in a mobile trailer work area and at various locations that requires travel from site to site; and exposure to loud noise, dust, grease, and moving parts of tools and equipment.

Physical:

Primary functions require sufficient physical ability and mobility to occasionally work in a mobile trailer work area setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to use protective devices such as goggles, masks, and gloves; to operate a wide variety of electronic and mechanical apparatus and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish color; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Board Approved: April 9, 2009

Range: 44