

POSITION ANNOUNCEMENT

JOB TITLE	PART-TIME COORDINATOR – ABACO
TYPE OF VACANCY	STAFF
SCHOOL/DEPARTMENT	OFFICE OF OUTREACH
REPORTS TO	The Vice President, Outreach, via the Coordinator Office for Family Islands.
SUMMARY	The Part-time Coordinator – Abaco, assists the Office of Outreach through the relevant Director/Coordinator with the operations of the Abaco Centre; contribute to the development of strategies to attract new interest groups for enrollment; collect demographic information on prospective and former clients to determine education and training needs.
DUTIES & RESPONSIBILITIES	<p>The Part-time Coordinator - Abaco duties include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Liaising with the Coordinator for Family Islands; 2. Assist with the planning, development, marketing and implementation of course/programme offerings in North and Central Abaco; 3. Attend to students' enquiries as they relate to programmes, courses, seminars, and workshops to be offered through CEES or the academic schools; 4. Working with the relevant departments (Admissions, Records, Business office, Outreach) facilitate students' registration for offerings in Central and North Abaco; 5. Identify facilities for the delivery of courses/seminars/workshops and ensure their readiness for the delivery of instruction; 6. Working with the relevant departments/ schools recommend course and semester schedules; 7. Assist schools, departments with the identification of local lecturers/facilitators; 8. Make available to potential students information on the offerings of the College of The Bahamas; 9. As necessary, assist relevant offices/departments with recruitment of students; 10. Receive student applications for admission and forward them to the relevant department for processing; 11. Provide students/lecturers/facilitators with relevant course outlines and other resources such as registers, chalk etc.; 12. Liaise with the relevant school/department to ensure the proper maintenance of student records; 13. When necessary, assist with transporting lecturers/ facilitators between the airport and the class-room; 14. Follow-up with relevant departments regarding payment for local lecturers/facilitators; 15. Liaise with the Planning Office to conduct public surveys

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	<p>to ascertain interest and needs for offerings in Central and North Abaco;</p> <p>16. Work within the parameters of college policies;</p> <p>17. Perform other job- related duties as required.</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor’s Degree or equivalent AND at least five (5) years post-qualification work experience at the AS-2 level.
KNOWLEDGE, SKILLS & ABILITIES	<p>Demonstration of:</p> <ul style="list-style-type: none"> • excellent interpersonal skills; • commitment and dedication to the job; • punctuality and attendance; • creativity; • the ability to execute instructions with precision; accuracy in executing job tasks; • excellent time management skills; • excellent planning skills; • the ability to carry out functions with minimal supervision.
SALARY SCALE	\$12,000 per annum
APPLICATION END DATE	December 11, 2009
DATE PUBLISHED	November 30, 2009
<p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Part</i></p>	