

GOVERNANCE OFFICE COORDINATOR

DEFINITION

The Governance Office Coordinator manages the Guild, Academic Senate and CSEA offices and organizes, coordinates and administers various elements of a shared governance program for the Guild and Academic Senate. Prepares negotiation materials and attends confidential negotiation meetings for the Guild and Academic Senate. Communicates with the campus community regarding Guild and Academic Senate policies and practices. Performs surveys, administers focus groups and prepares reports of results.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to the Guild and Senate Presidents and supervises student workers.

EXAMPLES OF DUTIES

Serves as manager of the Guild, Senate and CSEA offices.

Organizes, coordinates, and administers various elements of a shared governance program.

Tracks the governance process insuring timely communication to the parties involved, including notification of meetings and negotiations and the distribution of resulting documents.

Prepares negotiation materials and attends confidential negotiation meetings for the Guild and Senate.

Communicates with the campus community regarding Guild and Senate policies and practices.

Maintains calendar of events; coordinate scheduling of meetings and events with appropriate college personnel.

Participates on various committees as either voting member, resource person or taking minutes.

Organize the election ballots for Guild and Academic Senate elections.

Acts as liaison and coordinates with applicable agencies, businesses, community groups and schools.

Provides continuity to the Governance office practices and procedures during the transition of Guild and Academic Senate leadership.

EXAMPLES OF DUTIES (continued)

Organizes program activities both on and off campus.

Designs and delivers oral presentations; facilitates training and workshops.

Compiles statistics; "best practices" data; conducts research; evaluates, reports and maintains records regarding program effectiveness.

Performs surveys, administers focus groups and prepares reports of results.

Coordinate attendance to conferences and conventions for the Guild and Academic Senate. Assist in the coordination of Lobby Day.

Update Governance materials through various mediums.

Writes articles for the Chaparral regarding Guild and Academic Senate matters.

Utilizes resources and activities, initiates correspondence related to dissemination of information pertinent to program focus.

Prepare mailings for Guild and Academic Senate members.

Maintain thorough records of all negotiation materials, agreements and side letters.

Coordinate and facilitate task forces as needed.

Designs and maintains inventory of program brochures, materials.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Shared Governance principles and purposes.

California Education Codes.

Assembly bills affecting academic personnel in a community college.

Office management procedures.

Public relations; group presentations; effective dialogue and communication in a multi-cultural environment.

Planning, organizing and coordinating activities related to program.

QUALIFICATIONS (continued)

Report writing and statistical analysis.

Workshop and group facilitation techniques.

Proper distribution of program materials.

Ability to:

Maintain strict confidentiality.

Interpret complex contract language.

Represent Glendale Community College within the parameters of established guidelines.

Prepare and deliver oral presentations and reports.

Communicate effectively in writing and orally.

Plan, organize, coordinate, and conduct program-related events and activities.
Work effectively with diverse populations.

Compile statistics, collect "best practices" data; conduct research, write reports, maintain records and files.

Interact with college departments, faculty and administration as necessary to perform duties.

Work independently and in teams.

EMPLOYMENT STANDARDS

Minimum Requirements:

B.A./B.S. degree in Business Administration, Political Science, Public Administration or other educational programs directly related to the duties to be performed or the equivalent.

Two years of paid administrative or office management work experience in a college environment or other work directly related to the specific duties to be performed. This experience must include paid experience in various computer software.

Licenses:

Valid California driver license.