State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, CIT Operations
Reports to: Executive Director, Center for Corporate & Community Development (formerly Open Campus)
FLSA Status: Non-Exempt
Level: 115
Position Class: C9876

Job Summary:
The CIT Operations Specialist is responsible for daily support operations of the new Lakewood Ranch satellite site, the Center for Innovation and Technology, including providing clerical support to the Executive Director, coordinating work functions within the building, room scheduling and event planning. The individual provides direct contact with third party vendors and coordinates facility usage with all members of the division and college-wide community.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Provides staff assistant support to the Executive Director including maintaining appointments, greeting visitors, answering the telephone, recordkeeping, assisting in preparation of budget reports, fiscal analysis, and other reports as needed by the Executive Director.

2. Plans and develops room scheduling procedures and maintains calendar of activities for CIT; includes planning for scheduling and catering for special events within the facility.

3. Tracks room usage with scheduling software. Insures that classes are scheduled correctly, rooms are properly maintained, and problems resolved efficiently and effectively.

4. Prepares third party vendor bills, completes necessary forms, and insures that both college and vendor operations are accurately reported.

5. Performs data input as required, using current college system.

6. Acts as a liaison to the division staff at other sites and assists in disseminating information, program planning, and marketing endeavors.
7. Develops databases and generates reports as requested by the Executive Director and other college personnel, using current College software.

8. Assists with maintenance and update of division web site to insure that information is current.

9. Coordinates and processes travel arrangements for Executive Director and other staff.

10. Assigns and coordinates work for student assistants, volunteers, and others as deemed appropriate by Executive Director.

11. Assists with CCD registration process.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associates degree plus three or more years of related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have advanced knowledge of word processing software; intermediate knowledge of spreadsheet, Internet, email, and database software. Proficiency in use of current College email and database software essential.

- **Certificates and Licenses:**
  None required.
Responsibility for People and Property:
None.

Responsibility for Communication:

- **Internal Contacts:**
  This position has frequent contacts with State College of Florida, Manatee-Sarasota staff, students, and volunteers.

- **External Contacts:**
  The position has daily contact with visitor for CIT.
  This position also has frequent contact with vendors.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is usually indoors in an air-conditioned or heated environment but may occasionally be exposed to wet and/or humid conditions.

The noise level in the work environment varies from very quiet to moderate as is typical of an office or classroom environment.

Physical Demands:
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity, reach with hands and arms, and talk or hear. The employee is required to sit and stand for long periods of time. The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required include close vision, distance vision, identification, and discernment of colors, peripheral vision, depth perception and the ability to focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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