Saint Michael's College
Job Description

Job Title: Proficiency Project Coordinator

Department: Academic Affairs

Supervisor or Manager: Assistant Dean

Date Created: 07/11/2005 Last Revised: 07/11/2005 FLSA Status: E

Approved by (print name): ________________________  Signature: ________________________

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
• The second language requirement is monitored and its fulfillment is coordinated

Essential Duties and Responsibilities:
• Administers and plans the placement test
• Maintains the student records on proficiency requirements
• Communicates and coordinates information with students, students’ parents, and faculty

Secondary Responsibilities:
• Evaluates the testing procedure
• Assesses the curriculum of the proficiency level language classes
• Compiles proficiency-related statistics and information

Positions Supervised:
• Summer Assistant (1)
• Proctors (over 20 during the Academic Orientation week)

Position’s Major Contacts:
• Students and their parents
• Faculty (from Saint Michael’s College and other colleges)
• Staff

Demonstrates Excellence in this Position:
• Has a knowledgeable, informative, and courteous manner at all times
• Possesses strong organizational and communication skills
• Communicates frequently and in a timely fashion with the students and faculty
• Raises the awareness on campus about proficiency requirements, is always informative and promotes the benefits of learning languages
• Administers the language test fairly and accurately places the incoming students
• Is instructive and helpful to the students if they pursue alternative ways to fulfill the requirement such as study abroad, summer school, and taking the proficiency test
• Engages in good, consistent communication with the faculty of the Department of Modern Languages and the Department of Classics to preserve the quality of curriculum for proficiency-level language courses

Education and Work Experience Required:
• Advanced degree or equivalent combination of education and experience
• Previous work experience in higher academic institution
• Experience learning and teaching a second language

Page 1 of 2
Saint Michael's College  
Job Description  
Job Title: Proficiency Project Coordinator

**Analytic Skills Required:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

**Language and Literacy Skills Required:**
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>x</td>
<td>None</td>
<td>Intermediate</td>
<td>Highly Proficient</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>x</td>
<td>None</td>
<td>Intermediate</td>
<td>Highly Proficient</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quark</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Datatel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Licenses, Certifications and Other Requirements:**
- Knowledge of the second language acquisition

**Physical Demands:**

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range

While performing the duties of Proficiency Project Coordinator, the employee must occasionally lift and/or move up to 10 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Ability to communicate well, with many different kinds of people
- Capability of participating in required training before beginning job
- Flexibility for working weekends in July and one in January
- Qualifications to supervise a summer assistant and twenty or more proctors

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.