

CLASS TITLE: SCRIBE COORDINATOR

BASIC FUNCTION:

Under the guidance of the Director of Disabled Students Programs and Services, the Scribe Coordinator will be responsible for coordinating and managing scribes, in conjunction with Disabled Students Programs and Services at Bakersfield College.

DISTINGUISHING CHARACTERISTICS:

The Scribe Coordinator provides specialized clerical support requiring a broad knowledge of an assigned program or functional area. Incumbents are typically assigned to a functional area where use of independent judgement requires related specialized training and experience.

REPRESENTATIVE DUTIES:

Process Counselor's Scribe Requests; Process communications from administrators, faculty, staff, and students; Advertise for scribes on all available campus resources.

Coordinate the recruitment process with Job Placement; Interview potential scribe candidates; Process paperwork for personnel actions including new hires and terminations.

Train and provide work direction and guidance to all scribes; Instruct DSPS students and faculty on proper duties and usage of scribes; Communicate policies and procedures to both scribes and DSPS students; Provide updates to DSPS director, counselors, and students on progress of obtaining scribes.

Develop, generate and revise instructional scribe materials; Communicate with scribes and DSPS students regarding special needs, concerns and problems; Research alternatives and develop workable solutions; Follow-up to ensure effective results; Compile and manage confidential scribe and DSPS student documentation and files; Maintain verbal and written confidentiality of scribes and DSPS students at all times.

Generate promotional materials for scribe program; Present oral presentations to campus groups, clubs, and faculty as opportunity allows; Maintain current online job postings and seek out additional sources to promote scribe employment; Participate in outreach efforts at special events to recruit student employees and provide information to DSPS students and the campus community.

Update scribe and DSPS student data on appropriate records and forms; Maintain calendars and schedules of meetings, interviews, activities, and appointments; Prepare various reports on operations and activities; Attend all DSPS staff meetings; Evaluate operations and activities of assigned function; Recommend improvements and modifications; Recommend improvements in workflow; Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and procedures of the DSPS Scribe Program.

Interviewing and advisement techniques.

Banner, Sars, B. C. College Website, Course Descriptions.

Correct English usage, spelling, vocabulary, and grammar.

Personal computer software programs including word processing, spreadsheet tools, and email.

Proper reception and telephone etiquette.

Preferred additional knowledge: HIPAA laws.

Principles and procedures of record keeping and filing.

ABILITY TO:

Work independently with little direction.

Perform arithmetic calculations.

Analyze situations accurately and take appropriate action.

Exercise judgement when interacting with administrators, faculty, staff and students regarding service provision to DSPS students.

Demonstrate sensitivity to, and respect for, a diverse population, which includes a student population with medical frailty, learning disabilities, physical limitations, psychiatric disorders, acquired brain injuries and other disabilities.

Establish and maintain cooperative and effective working relationships with others

Recruit, train and provide work direction for Scribes.

Prioritize work to meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Education:

Experience:

Two years providing services to students with disabilities. Experience in an education or medical setting preferred.

Two years working in office management setting.