

**Request for Proposals
Temporary Employee Services
28-2015/2016**



PENSACOLA
S T A T E C O L L E G E

ADDENDUM #1

Location Change: Shortlisting of Proposals - April 28th District Conference Room – Bldg. 7/Rm 714

Question: Is there any incumbent on this contract? If yes, please provide the incumbent details and contract number.

Response: Keegan Staffing is the incumbent. This RFP was #17-2010/2011.

Question: Can you please provide the current consultants Pay rate, Bill Rate and Markup who are working on the current contract.

Response: See Attachment °

Question: What is the annual budget for this contract?

Response: See Attachment "

Question: How many temporary consultants are currently working on the contract?

Response: In the past two months an average of 203 temporary employees worked at Pensacola State College.

Question: How much is the annual spent amount for last contract?

Response: See Attachment "

Question: Can you please provide the approximate spending for each job class covered in last contract?

Response: The College does not have this information.

Question: Present vendor(s)?

Response: Keegan Staffing

Question: Award date(s)?

Response: 5/11/2011

Question: Prevailing/Living wage requirements at time of award?

Response: No

Question: Current billing rates?

Response: See Attachment °

Question: Bid tabulation from current award?

Response: See Attachment #

Question: What is the current budget for the contract?

Response: See Attachment "

Question: How much was spent (dollar value) on this service last year?

Response: See Attachment "

Question: How much is intended to be spent once the contract is awarded?

Response: The College has provided historical data (Attachment C). As noted in section 1.5.1 of the RFP, "The College does not guarantee the Contractor any level of service; nor is the College responsible for Contractor's operation, marketing, or financial obligations. By submitting a proposal, the Proposer warrants that it is an independent Contractor and has the necessary authority, knowledge, experience, and financial resources to enter into a contract to provide temporary employment services. The College does not contend there will be any minimum number of hours or employees requested from the awarded firm."

Question: How many temporary employees currently work under this contract?

Response: In the past two months an average of 203 temporary employees worked at Pensacola State College.

Question: How many vendors will be awarded as a result of this solicitation?

Response: The College intends to award to one vendor, however there is a possibility of awarding to more than one vendor if deemed in the best interest of the College. Therefore, the College reserves the right to award to more than one vendor.

Question: Will you please provide the current rate schedule for positions that have been filled in the last service contract and/or may be filled in the upcoming contract?

Response: See Attachment °

Question: Could you please give me an estimate of the percentage breakdown of the positions by category? (I.E.: ___% Clerical; ___% Maintenance, ___% Professional Technical; ___% Information Technology (IT).

Response: The College does not have a breakdown of these categories.

Question: I believe that the rates on the previous agreement are public information. What are the rates (% mark-up) for your current vendor?

Response: See Attachment °

Question: Is it an "all or nothing" bid, or could we bill on some categories and not on others?
Response: A vendor is allowed to submit a proposal on some categories and not others. The College intends to award to one vendor, however there is a possibility of awarding to more than one vendor if deemed in the best interest of the College. Therefore, the College reserves the right to award to more than one vendor.

Question: Is there a preference for minority owned businesses?
Response: The College encourages minority owned businesses and welcomes their responses. The College has not however provided criteria within the evaluation matrix to give points for this designation.

Question: The RFP shows no fees for conversions. Is this negotiable? For instance, we usually have it set up so that there is a graduated conversion rate depending on the number of hours an employee has worked. Under that scenario, the conversion would be much cheaper after 10 weeks than it would be during the first few weeks.

Response: The College has established the markup rates for length of employment with firm at College both under and over 6 months. If a proposer would like to offer additional discounts, they can submit with their proposal.

Question: I am not sure I am understanding the "Proposal Format" requested. Page 8 item 2.6 lists 5 segments – Company Experience and Qualifications, Service, Support, Technology and Implementation, and Additional Required Information. However, the segments listed on the following pages 10-16 have different titles and there are 6 segments – Company Experience and Qualifications, Employee Benefits, Pricing, Reporting, Operations, and Additional Submittal Required Information.

Response: There are 6 segments as noted above.

Question: What is the scope of work / job descriptions for the labor categories?

Response: See Attachment)

Question: Who is the current incumbent or incumbents currently awarded this contract?

Response: Keegan Staffing

Question: What was the annual budget for the last contract?

Response: See Attachment "

Question: Is there an estimated budget for 28-2015/2016 contract?

Response: No. The College has provided historical data (Attachment C). As noted in section 1.5.1 of the RFP, "The College does not guarantee the Contractor any level of service; nor is the College responsible for Contractor's operation, marketing, or financial obligations. By submitting a proposal, the Proposer warrants that it is an independent Contractor and has the necessary authority, knowledge, experience, and financial resources to enter into a contract to provide temporary employment services. The College does not contend there will be any minimum number of hours or employees requested from the awarded firm."

Question: What was the total spend for the last contract?

Response: See attachment "

Question: Does the college want ACA costs incorporated into the mark-ups or listed as a separate line item as a "pass through cost"?

Response: All administrative cost shall be incorporated into the mark-up. There should be no separate cost. If an employee is eligible for insurance and selects the insurance, the cost of the premium only can be passed along to the college as a separate item. These employees and the cost associated will be reviewed by the college on a continual basis.

Question: Does the college consider Workers' Comp as a State mandated cost and ACA as a Federal mandated cost in which it will allow annual increases if incurred?

Response: If the requirements are changed at the State or Federal level, then associated cost could be reviewed by the College. However if the cost of worker's compensation insurance premium etc, or administrative cost associated with ACA increase, those cost would not result in an increase to the contract.

Question: Can you provide the RFP number to be included with proposals?

Response: 28-2015/2016

Question: Is preference given to local vendors?

Response: The College encourages all vendors to apply. The College has not however provided criteria within the evaluation matrix to give points for geographic location.

Question: Is preference given to any set-aside classifications, i.e., minority-owned, woman-owned, small business, service disable veteran owned?

Response: The College encourages all vendors to apply. The College has not however provided criteria within the evaluation matrix to give points for specific designations.

Question: Is there an incumbent on this contract?

Response: Yes, Keegan Staffing.

Question: What type of professional positions does PSC typically seek?

Response: See attachment)

Question: Per section 1.5.8, if out of state employees are required will PSC provide travel pay (i.e., transportation, room and board)?

Response: No.

Question: What was the total amount billed to Pensacola State College for temporary employment in 2011, 2012, 2013, 2014, and 2015?

Response: See Attachment "

Question: What was the total number of temporary employees placed on assignment to Pensacola State College in 2011, 2012, 2013, 2014, and 2015?

Response: The College does not have this information. In the past two months an average of 203 temporary employees worked at Pensacola State College.

Question: Hourly billing rates for each category at the time of award?

Response: See Attachment -

Question: What was the total
Response: See Attachment " " -

Attachment A

PSC 2015-2016 PAY & BILL RATE (2 Column)

PENSACOLA STATE COLLEGE RATES 07/01/15 - 06/30/16			
JOB #	JOB TITLE	KEEGAN PAY RATE	KEEGAN BILL RATE
1	OFFICE CLERK	8.05	10.55
2	SENIOR OFFICE CLERK	8.05	10.54
3	SWITCHBOARD OPERATOR	8.05	10.54
4	SECRETARY	8.05	10.54
5	SENIOR SECRETARY	8.05	10.53
6	TECH / PAR I	8.05	10.52
7	TECH / PAR II	8.05	10.54
8	TECH / PAR III	8.05	10.52
9	HTML PROGRAMMER	12.24	15.79
10	WEB DESIGNER/DEVELOPER	13.52	17.45
11	PROFESSIONAL I	8.16	10.64
12	PROFESSIONAL II	9.69	12.54
13	ACADEMIC/CAREER ADVISOR	14.79	19.30
14	GYMNASTIC COACH LEVEL I	8.05	10.24
15	GYMNASTIC COACH LEVEL II	8.05	10.53
16	GYMNASTIC COACH LEVEL III	8.67	11.30
17	GYMNASTIC COACH LEVEL IV	9.44	12.02
18	GYMNASTIC COACH LEVEL V	10.20	12.96
19	GYMNASTIC COACH LEVEL VI	12.75	16.43
20	LIFEGUARD I	8.05	10.15
21	LIFEGUARD II	8.05	10.15
22	LIFEGUARD III	8.05	10.54
23	LIFEGUARD IV	9.18	11.93
24	MODEL-CLOTHED	8.05	10.14
25	MODEL-NUDE	15.00	19.46
26	PROCTOR-TESTING	8.05	10.54
27	ROOM SUPERVISOR-TESTING	8.06	10.45
28	JR. GROUNDS-UNSKILLED-LEVEL I	8.05	11.19
29	GROUNDSKEEPER-SEMI-SKILLED-EXP-LEVEL II	8.21	11.61
30	LABORER/MATERIAL HANDLER	8.05	11.22
31	DAY CUSTODIAN	8.21	11.76
32	SKILL-SEMI SKILLED-NO LICENSE	8.21	11.71
33	SKILLED-SEMI-SKILLED-KITCHEN HELP	8.05	11.29
34	SKILLED-SEMI-SKILLED-JOURNEYMAN'S LICENSE	8.67	12.25
35	THEATRE TECH I	8.05	11.24
36	THEATRE TECH II	8.13	11.35
37	KIDS COLLEGE DIRECTOR	16.32	20.94
38	KIDS COLLEGE STUDENT ASST.	8.05	10.85
39	KIDS COLLEGE ASSISTANT	8.05	10.52
40	LAB TUTOR I	8.67	11.14
41	TUTOR MANAGER	11.73	15.16
42	GREEN HOUSE TECH	8.05	11.02
43	SIGN / INTERPRETER I	17.34	21.85
44	SIGN / INTERPRETER II	19.38	24.44
45	PUBLICATIONS/DEVELOPMENT SPECIALIST	14.79	18.97
46	CONSTRUCTION ASST I	10.20	14.56
47	CONSTRUCTION ASST II	12.24	17.48
48	ACADEMIC/CAREER ADVISOR-B.A. DEGREE	12.24	15.97
49	JOB DEVELOPER	12.24	15.78
50	LEAD JOB DEVELOPER	13.52	17.39

PENSACOLA STATE COLLEGE RATES 07/01/15 - 06/30/16

JOB #	JOB TITLE	KEEGAN PAY RATE	KEEGAN BILL RATE
51	CASE MANAGER	12.24	15.82
52	LEAD CASE MANAGER	13.52	17.38
53	THEATRE DESIGNER	9.02	11.68
54	LAB FACILITATOR	22.95	29.30
55	DENTAL OFFICE CLERK	8.94	11.32
56	SIGN INTERPRETER TRAINEE	9.18	11.57
57	DATA ENTRY ASSISTANT	9.18	11.89
58	COMPUTER OPERATION TECH.	10.20	13.22
59	SR. COMPUTER OPERATION TECH.	12.24	15.76
60	COMPUTER PROGRAMMER	15.30	19.65
61	COMPUTER SYSTEMS ANALYST	20.40	26.08
62	SR. COMPUTER SYSTEM ANALYST	30.60	39.04
63	CULINARY ASSISTANT	9.18	12.02
64	TV PRODUCTION/PROMO ASSISTANT	10.71	13.57
65	TV PRODUCER/DIRECTOR	25.50	32.21
66	PEER MENTOR/TUTOR	8.05	10.52
67	LAB MANAGER	17.34	22.22
68	PROGRAM INSTRUCTOR	19.89	25.96
69	COSMETOLOGY TECHNICIAN	11.22	14.67
70	COMPUTER SERVICE SPEC. I	10.20	13.09
71	COMPUTER SERVICE SPEC. II	12.24	15.82
72	COMPUTER LAB ASST/AV SPECIALIST I	8.67	11.30
73	COMPUTER LAB ASST/AV SPECIALIST II	10.20	13.09
74	ASST. COORDINATOR OF BASKETBALL OPER.	13.26	17.08
75	LAB TUTOR II	10.20	13.23
76	LAB TUTOR III	12.24	15.78
77	LAB TUTOR IV	14.28	18.12
78	WOMEN'S BASKETBALL ASST/COACH	18.16	23.90
79	WORKSHOP PRESENTER	21.93	28.00
80	HEALTH SCIENCE LEARNING. CTR. ASSISTANT I	8.67	11.67
81	TEST ADMINISTRATOR	9.95	13.12
82	HEALTH SCIENCE LEARNING. CTR. ASSISTANT II	10.20	13.54
83	ESOL COORDINATOR	15.30	19.67
84	PUBLIC SAFETY/SECURITY OFFICER	10.20	14.44
85	COSMETOLOGY SALON RECEPTIONIST	10.20	13.21
86	AUTOCAD LAB MANAGER	17.34	22.22
87	SIMULATION TECH	14.28	18.36
88	NETWORK ADMINISTRATOR	20.40	26.06
89	SR. WRITER, SOCIAL MEDIA STRATEGIST	17.34	21.99
90	ACTING CRIMINAL JUSTICE COORDINATOR	29.58	37.52
91	CORP. & PROF. DEVELOPMENT ANALYST	20.40	26.17
92	RESEARCH SPECIALIST	13.26	17.36
93	OFFICE MANAGER	9.69	12.68
94	PURCHASING ASSISTANT	10.97	14.34
95	LIBRARIAN	18.36	23.96
96	EDUCATIONAL ADVISING SPECIALIST	25.50	33.36
97	RECORDS REPORTS SPECIALIST	12.24	16.01
98	SENIOR COPYWRITER	17.34	22.68
99	VIDEOGRAPHER	8.05	10.52
100	PHOTOGRAPHER	8.16	10.67

PENSACOLA STATE COLLEGE RATES 07/01/15 - 06/30/16

JOB #	JOB TITLE	KEEGAN PAY RATE	KEEGAN BILL RATE
101	DESIGNER/COPYWRITER	20.40	26.68
102	ADMINISTRATIVE ASSISTANT	13.26	17.35
103	DIRECTOR OF STUDENT LIFE	35.70	46.64
104	PHOTOGRAPHY LAB MANAGER	14.28	18.70
105	FINANCIAL SERVICES CLERK	10.20	13.32
106	FINANCIAL AID ASSISTANT	12.24	16.00
107	FINANCIAL AID/CASIER ACCOUNTANT	25.50	33.36
108	DIRECTOR OF GOVERNMENT AFFAIRS	30.00	39.21
109	BACCALAUREATE ADMINISTRATIVE COOR.	15.30	20.02
110	DIRECTOR OF STUDENT SERVICES	17.40	22.77
111	TRAVEL COORDINATOR	20.40	26.68
112	ACCOUNTANT	15.30	20.02
113	ACCOUNTING CLERK	10.97	14.34
114	GALLERY DIRECTOR	22.85	29.89
115	DIRECTOR OF SYSTEMS SUPPORT	34.12	44.64
116	ADULT EDUCATION PROGRAM SPECIALIST	18.51	24.21
117	GYMNASTICS DIRECTOR CONTINUING ED.	17.31	22.65
118	ADULT EDUCATION COUNCELOR	19.38	25.35
119	LITERACY SPECIALIST	19.38	25.35
120	ASST. VOLLEY BALL COACH	20.00	26.16
121	OFFICE ASSISTANT	11.22	14.70
122	PROJECT DIRECTOR HPOG & TITLE III	30.60	40.02
123	ASST. ATHLETIC COOR/ASST BASEBALL/SOFTBALL COACH	8.05	10.54
124	DEVELOPMENT SPEC./PROSPECT AWARENESS COOR.	14.79	19.34
125	e-LEARNING SPECIALIST	10.71	14.02
126	ASSISTANT MEN'S BASKETETBALL COACH I	20.00	26.16
127	ASSISTANT MEN'S BASKETETBALL COACH II	22.50	29.44
128	SCIENCE LAB SPECIALIST	13.52	17.68
129	PUBLIC SAFETY OFFICER II	11.22	15.73
130	COLLEGIATE HIGH SCHOOL PROGRAM SUPERVISOR	15.30	20.02
131	SR. WRITER SOCIAL MEDIA STRATEGIST II	18.36	24.01
132	ASSOCIATE EDITOR	20.40	26.68
133	ESOL SPECIALIST	18.51	24.22
134	HPOG STUDENT ACADEMIC TUTOR	10.20	13.35
135	HPOG ACADEMIC TUTOR 1	25.50	33.36
136	HPOG ACADEMIC TUTOR II	30.60	40.02
137	CENTURY/SANTA ROSA RECEP/SECT'Y	9.18	12.02
138	DIRECTOR OF LYCEUM	20.00	26.17
139	PR/MARKETING SPECIALIST	19.38	25.35
140	ADMISSIONS SPECIALIST	8.67	11.37
141	ASSISTANT DEPARTMENT HEAD	30.00	39.35
142	LEGAL ASSISTANT	10.97	14.39
143	GROUNDSKEEPER-SEMI-SKILLED-EXP-LEVEL III	9.69	13.71
144	WEB DESIGNER/JOB DEVELOPER II	20.00	25.82
145	COORDINATOR OF PROGRAM DEVELOPMENT	30.00	39.37
146	GYMNASTICS COORDINATOR	16.35	21.45
147	LEGAL CLERK	9.40	12.33
148	ASSISTANT TO THE PRESIDENT STAFF	20.68	27.07
149	DIRECTOR OF ADMISSIONS & RECORDS	30.00	39.35
150	STUDENT RECRUITER	15.00	20.26

PENSACOLA STATE COLLEGE RATES 07/01/15 - 06/30/16			
JOB #	JOB TITLE	KEEGAN PAY RATE	KEEGAN BILL RATE
151	DATA MANAGEMENT ASSISTANT	11.22	14.70
152	OPERATIONS SPECIALIST MASTER CONTROL	20.00	25.82
153	ASSISTANT ATHLETIC COACH	12.98	16.98
154	FISHING TEACHER ASSISTANT	11.00	15.47
155	MANAGER, DONOR SERVICES	15.00	20.25
156	SR. NETWORK & TELECOMMUNICATIONS SPECIALIST	34.12	44.64
157	CERAMICS STUDIO LAB ASSISTANT	8.05	11.39
158	MANAGER, WEB/SOCIAL MEDIA, WSRE	25.00	32.71
159	PERKINS GRANT COORDINATOR	25.50	34.44
160	PROMOTIONS COORDINATOR, WSRE	17.50	22.97
161	EDUCATION COORDINATOR	15.00	19.69
162	ACCOUNTING SPECIALIST	15.94	20.94
163	STUDENT SERVICES SUPPORT	17.40	22.76
164	LAUNDRY WORKER	9.00	12.56
165	ASSOCIATE REGISTRAR	30.00	39.35
166	DOCUMENT SCANNING ASSISTANT	10.20	12.85
167	STUDENT PUBLICATIONS MANAGER	18.50	24.30
168	LIBRARIAN IN TRAINING/RESIDENT LIBRARIAN	15.80	20.62
169	DATABASE COORDINATOR	13.00	16.72
170	COORDINATOR OF ASSESSMENT	30.00	39.37
171	PROJECT MANAGER	30.00	39.35
172	BUSINESS AFFAIRS ASSOCIATE	30.00	39.37
173	GALLERY ASSISTANT	10.00	13.08
174	STAFF ACCOMPANIST	25.00	32.71
175	ADA DOCUMENTATION SPECIALIST	20.00	26.17
176	TEACHER ASSISTANT	11.00	14.41
177	CONSORTIUM SPECIALIST	15.00	19.46
178	WSRE PRODUCTION ASSISTANT LEVEL 1	9.00	1.29
179	WSRE PRODUCTION ASSISTANT LEVEL 2	10.00	12.54
180	WSRE PRODUCTION/ENG TECHNICIAN LEVEL 5	20.00	25.08
181	WSRE PRODUCTION/ENG TECHNICIAN LEVEL 5 w/lift	20.00	28.28
182	WSRE ADMINISTRATIVE ASSISTANT LEVEL 7	15.00	18.81
183	WSRE PRODUCTION ASSISTANT LEVEL 3	12.00	15.50

Attachment B

Temporary Employee
Purchase Order Payments

FY	PO	Amount Paid
10/11	201100071	2,454,569.13
	201100153	414,709.00
10/11	Total	<u>2,869,278.13</u>
11/12	201200229	2,858,220.35
	201200243	468,573.89
11/12	Total	<u>3,326,794.24</u>
12/13	201300088	2,597,198.03
	201300292	552,127.32
12/13	Total	<u>3,149,325.35</u>
13/14	201400034	577,890.51
	201400163	2,867,486.17
13/14	Total	<u>3,445,376.68</u>
14/15	201500011	2,598,217.43
	201500094	489,430.99
14/15	Total	<u>3,087,648.42</u>
July 1 - March 31		
15/16	201600001	1,795,231.27
	201600042	332,119.07
15/16	Total	<u>2,127,350.34</u>

TEMPORARY EMPLOYEE SERVICES

Project: RFP 17-2010/2011 – Public Evaluation Composite – May 10, 2011 – 1:00 p.m.

ADMINISTRATIVE COMMITTEE		ADMINISTRATIVE COMMITTEE RATINGS					
		Bill Rate 50 points	Staffing Capabilities 25 points	Company Qualifications, certification 10 points	Company Workshops for College 10 points	References (Attachment A) 5 points	Total Possible 100 points
NAME OF FIRM							
Gean Ann Emond							
Brenda Pou							
Sandra Buck							
Jim Hines							
Employment Plus	GAE	30	25	8	8	5	76
	BP	30	5	6	7	1	49
	SB	30	15	8	8	3	64
	JH	10	25	5	10	5	55
							244
Golden Professional	GAE	40	25	10	8	5	88
	BP	40	15	8	8	3	74
	SB	45	20	8	8	5	86
	JH	30	25	5	10	5	75
							323
Keegan Staffing	GAE	50	25	10	9	5	99
	BP	50	25	9	9	4	97
	SB	50	20	8	8	5	91
	JH	50	25	10	10	5	100
							387
Landrum Staffing	GAE	45	25	10	10	5	95
	BP	45	20	10	10	5	90
	SB	40	25	10	8	5	88
	JH	40	25	5	10	5	85
							358
Visium Resources, Inc.	GAE	35	25	10	10	5	85
	BP	35	10	7	6	2	60
	SB	35	20	8	10	5	78
	JH	20	25	10	10	5	70
							293

Posted 5/11/11 @ 12:53 pm

Recommended Award: Keegan Staffing

RFP TABULATION, RECOMMENDATION, AND PROTEST

Failure to protest within the time prescribed in Section 120.57(3)(b), Florida Statutes, or failure to post the bond or other security Required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. I hereby certify that the prices and bidders herein are valid and have been received in compliance with Pensacola State College Policies and Procedures and Florida Law.

Angie C. Jones
Director, Purchasing and Auxiliary Services

Attachment D

JOB DESCRIPTIONS

1. **Office Clerk** – Performs a variety of standardized clerical duties including, but not limited to, processing various office materials, maintaining files and records, copying (including duplexing, text, and standard), faxing, and answering and routing calls. Minimum requirements: graduation from high school or GED equivalency.
2. **Senior Office Clerk** – Performs a variety of departmental clerical functions under general directions including, but not limited to, providing assistance in assimilating data, preparing reports, maintaining files, and processing a variety of instruction or operational forms. Performs routine typing and data entry duties. Minimum requirements: graduation from high school or GED equivalency, one (1) year experience.
3. **Switchboard Operator** – Operates switchboard unit to relay a high volume of incoming, outgoing, and interoffice calls. Supplies information to callers in a professional manner. May receive visitors, directing each to appropriate destination. May perform routine clerical duties as requested. Minimum requirements: graduation from high school or GED equivalency and six (6) month work experience.
4. **Secretary** - Performs a variety of specialized departmental clerical and secretarial functions under general directions. Functions may include, but are not limited to, compiling and editing memos and reports, maintaining files and records, and processing a variety of instructional or operational forms. In addition, duties may include preparing and proofing letters, fax messages, e-mails and other form of correspondence. Minimum requirements: graduation from high school or GED equivalency, twelve (12) months work experience, word processing and/or spreadsheet software skills proficiency.
5. **Senior Secretary** – Performs a variety of specialized departmental clerical and secretarial functions under general directions. Functions may include, but are not limited to, compiling and editing memos and reports, maintaining files and records, and processing a variety of instructional or operational forms. In addition, duties may include preparing and proofing letters, fax messages, e-mails and other forms of correspondence. Minimum requirements: graduation from high school or GED equivalency, twenty-four (24) months work experience, advanced word processing and/or spreadsheet software skills proficiency. Must possess ability to work in high level, professional office that may include confidential information.
6. **Technical/Paraprofessional – Level I** – Technical work requiring a special license or certification and/or varying levels of education or experience in a technical field. This classification includes accounting clerks, bus drivers, tutors, recruiters, graphic artists, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, braillists, public service officers, etc. Minimum requirements: A.S. or Technical Certification and/or technical experience.
7. **Technical/Paraprofessional - Level II** – Technical work requiring a special license or certification and/or varying levels of education or experience in a technical field. This classification includes accounting clerks, bus drivers, tutors, recruiters, graphic artist, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, braillists, public service officers, etc. Minimum requirements: A.S. or Technical Certification and/or minimum two (2) years experience.

8. **Technical/Paraprofessional – Level III** – Technical work requiring a special license or certification and/or varying levels of education or experience in a technical field. This classification includes accounting clerks, bus drivers, tutors, recruiters, graphic artists, teacher’s aides, computer operators, laboratory technicians, electronic technicians, television technicians, brailleists, public service officers, etc. Minimum requirements: A.S. or Technical Certification and/or more than two (2) years experience.
9. **HTML Programmer** – Technical work requiring special skills and training relating to the maintenance of web pages. Minimum requirement: Experience programming web pages with HTML. Additional knowledge of web related development tools a plus.
10. **WEB Designer/Developer** – Technical work requiring special skills and training relating to the development and design of web pages. Minimum Requirements: Experience with HTML programming, web page design, PhotoShop, web design tools and web related protocols.
11. **Professional – Level I** – Professional work usually requiring state license and/or special training or testing to meet required professional or registration standards for the occupation. Examples: accountants, systems analysts, counselors, librarians, instruction laboratory assistants, program/project specialist. Minimum requirements: a four-year degree and special training with less than two (2) years experience.
12. **Professional – Level II** – Professional work usually requiring state license and/or special training or testing to meet required professional or registration standards for the occupation. Examples: accountants, systems analysts, counselors, librarians, instruction laboratory assistants, program/project specialist. Minimum requirements: a four-year degree and special training with more than two (2) years experience.
13. **Academic/Career Advisor** – M.A. Degree
14. **Gymnastics Coach Level I** – USAG Instructor member, CPR certified, First Aid certified. Less than two (2) years coaching experience required.
15. **Gymnastics Coach Level II** – USAG Instructor member, CPR certified, First Aid certified. More than two (2) years coaching experience required.
16. **Gymnastics Coach Level III** – USAG Instructor member, USAG Safety certified, CPR certified, First Aid certified. More than two (2) years coaching experience required.
17. **Gymnastics Coach Level IV** – USAG Professional member, CPR certified, First Aid certified. More than five (5) years coaching experience required.
18. **Gymnastics Coach Level V** – USAG Professional member, CPR certified, First Aid certified. More than seven (7) years coaching experience required.
19. **Gymnastics Coach Level VI** – USAG Professional member, CPR certified, First Aid certified. More than ten (10) years coaching experience required.
20. **Lifeguard Level I** – ARC Lifeguard certification, CPRPR (for the professional rescuer). No experience necessary.
21. **Lifeguard Level II** – ARC Lifeguard certification, CPRPR (for the professional rescuer). One (1) year experience required.
22. **Lifeguard Level III** – ARC Lifeguard certification, CPRPR (for the professional rescuer), ARC certification in AED and oxygen administration. Two (2) years experience required.
23. **Lifeguard Level IV** – ARC Lifeguard certification, CPRPR (for the professional rescuer), ARC certification in AED and oxygen administration, certified in disease transmission prevention and/or ARC Lifeguard Instructor certification or lifeguard administrative experience. Three (3) years experience required.

24. **Model** – (Clothed)
25. **Model** – (nude)
26. **Proctor/Testing** – The function of a proctor in the district testing office involves a variety of responsibilities that include superior customer service, test administrations according to PENSACOLA STATE policies and procedures, state and national guidelines and best practices.
27. **Room Supervisor/Testing** – The function of a room supervisor in the district testing office involves a variety of responsibilities that include superior customer service, public relations skills, test administration, and cross training of personnel to ensure students at Pensacola State are served appropriately.
28. **Junior Groundskeeper – Unskilled - Level I:** Entry- level position requires little or no formal training under direct supervision. Some experience is helpful. Willingness to learn the trade, physically able to perform the tasks of the job, and has a good attitude and self-motivated is a plus. Must be able to work in a college environment.
29. **Groundskeeper – Semi-Skilled, Experienced – Level II** – Work under general supervision. Understand and follow oral and written instructions. Experience is necessary and familiar with all equipment. Must be able to work without some supervision, have a good attitude, and is self-motivated. Must be able to work in a college environment.
30. **Laborer/Material Handler** – Performs a variety of functions in the Material Handling area including moving furniture and equipment, setting up for events, and collecting and disposing of trash and excess material.
31. **Day Custodian** – Performs a variety of custodial and general housekeeping duties involving the care, cleaning and stocking of supplies in college buildings, offices and laboratory units.
32. **Skilled, Semi-Skilled** – No license, apprenticeship experience required. Skilled and Semi-Skilled to include, but not limited to, painters, plumbers and electricians.
33. **Skilled, Semi-Skilled** – Kitchen Help.
34. **Skilled, Semi-Skilled** – Journeyman's License. Skilled and Semi-Skilled to include, but not limited to, painters, plumbers and electricians.
35. **Theatre Tech I** – Students or unskilled labor used in set-ups and strike requirements for events at PENSACOLA STATE. Familiarity with tools, and performance needs required.
36. **Theatre Tech II** – Skilled workers with experience in Sound reinforcement, Lighting control programming, rigging and fly system controls. Welding or specialty construction (i.e. scenic paint, prop construction, tasks specific needs require experience infield.)
37. **Kids College Director** – This position runs a portion of the Kids college program. They handle discipline, check-in, check-out, transportation, etc. They must have credentials to drive a school bus and be employed by the Escambia county School District as a public school teacher.
38. **Kids College Student Assistant** – This position helps get students to and from classes and monitors the students during lunch.
39. **Kids College Assistant** – This position verifies identity and authorization of each individual checking out a Kids College student. They also sign each child in/out and maintain the emergency/contact forms.
40. **Lab Tutor I** – This position provides clerical support to the Tutor Lab working with students that come to the lab for assistance. This position is in charge of the lab when Pensacola State full time personnel are out.

41. **Tutor Manager** – Provides support for multiple labs and works with students that come to the labs for assistance. This position is in charge of multiple labs in the absence of Pensacola State full time personnel. Bachelor's degree required.
42. **Green House Technician** – Provides horticulture work in the greenhouse on the Milton Campus
43. **Sign / Interpreter I** – Provide interpreter services for students in the classroom. State level credentials are required.
44. **Sign / Interpreter II** – Provide interpreter services for students in the classroom. National level credentials are required.
45. **Publications / Development Specialist** – The Development Specialist is primarily responsible for processing and administering events, scholarships and developing fundraisers and coordinating volunteers. Fundraising for scholarships includes event planning, volunteer management and event management. Donor relations is also a key element of this position which includes working with the Donor Relations Manager on reporting and responding to donors and working with the Database Manager on the daily processing of donations. Key responsibilities include planning analyzing scholarship fundraising events, setting revenue goals, forming relationships and soliciting project sponsors and donors, supervising event related volunteers, accounting activities and donor relations.
46. **Construction Assistant I** – Six months or more experience in the construction industry, a valid Florida drivers license and a high school diploma or equivalent. Provides assistance to students and faculty in the utilization or various construction tools and skills: carpentry, electrical, plumbing, etc. Responsible for daily checks, safety, good order and inventory control. Proctors and evaluates written and hands on test and examinations. Performs construction demonstrations as directed by the instructor. Assists the instructor and supervises students as directed. Is responsible for daily site preparation by issuing tools, conducting inventories and checking equipment. Will be required to drive a van or truck pulling a trailer.
47. **Construction Assistant II** – One year or more experience in the construction industry, a valid Florida driver's license and a high school diploma or equivalent. Provides assistance to students and faculty in the utilization or various construction tools and skills: carpentry, electrical, plumbing, etc. Responsible for daily checks, safety, good order and inventory control. Proctors and evaluates written and hands on test and examinations. Performs construction demonstrations as directed by the instructor. Assists the instructor and supervises students as directed. Is responsible for daily site preparation by issuing tools, conduction inventories and checking equipment. Will be required to drive a van or truck pulling a trailer.
48. **Academic / Career Advisor – B.A. Degree** – Duties include academic advisement for current and prospective students to include: developmental advising for students who are unclear concerning academic goals, assisting students with career planning and choice of college curriculum, providing appropriate referrals for students needing additional academic or student services. Other related duties: assisting with the front desk, answering phones, assisting with the AskPensacolaState website, and involvement with district wide college events require assistance with advising. Appropriate candidates must also posses excellent oral and written communication skills, customer service skills and a familiarity with general office and computer equipment.
49. **Job Developer** – Develop job sites; assist customers with job applications; provide job skills workshops and techniques; promote center resources; assist employers with job openings; assist customers with using centers resources. Requires BS/BA degree. Business experience may be substituted on a year by year basis for coursework.

50. **Lead Job Developer** – Performs duties listed above; maintains reports and supervise job developers. Requires Masters Degree. Business experience may be substituted on a year by year basis for coursework.
51. **Case Manager** – Assists clients with self sufficiency development; provide resources for clients as needed; maintain state mandated guidelines in developing plans for client's ongoing development. Assist clients in maintaining employment and/or school as activity in accordance with state policy. Provide counseling and other tools to problem solve and resolve client's barriers to self sufficiency. Requires BS/BA degree. Business experience may be substituted on a year by year basis for coursework.
52. **Lead Case Manager** – Performs duties listed above; maintains reports and supervise case managers. Requires Masters Degree or equivalent years of special population experience.
53. **Theatre Designer** – Skilled theatre designers for stage presentation needs in order to create and design plots for Lights, Sound, Scenery, Costumes, and or props, Choreography, Director for Music Vocal or Movement. Create, execute, and adjust and install requirements of artistic or technical director for Pensacola State Theatre.
54. **Lab Facilitator** – Provides assistance to students, faculty, and others in the utilization of the resources and services available in the Health Occupations Learning Labs. Maintains an accessible, supportive environment in the learning Labs. Under the supervision of a Master's-prepared nurse, promotes lab utilization by assisting students during scheduled Open Lab sessions, leading workshops, evaluating student performance, and preparing supplies and equipment for scheduled lab sessions.
55. **Dental Assistant** – Answers phone, Schedules appointments, Accepts cancellations, Receives payment for treatment, Enters data into Quickbooks and Eaglesoft Dental Practice Software, Interacts with public, students and faculty.
56. **Sign Interpreter Trainee** – Demonstrates advanced sign language skills and a working knowledge of professional ethics. Has completed at least 4 college credit classes in American Sign Language and is pursuing state and/or national credentials.
57. **Data Entry Assistant** – Must type a minimum of 30 words per minute and be proficient in Microsoft Word. Job duties include entering data into a computer system, operating office equipment, and customer service. Minimum education is a high school degree.
58. **Computer Operation Technician** – Computer operator manage the operation of computer hardware systems. They are often required to work with most types of computers, including minicomputers, mainframes, and networks of personal computers. Computer operators must maintain the computer hardware as well as solve any problems that occur. A computer operator's duties vary depending on the computer system.
59. **Sr. Computer Operation Technician** – Serves as a shift supervisor in the operation of EDP equipment in a large scale computer facility. They are responsible for planning and quality control; handling the most difficult applications and troubleshooting problems; reconfiguring hardware to prevent system failure and promote efficient data processing; and developing and implementing procedures and techniques necessary for efficient data processing.
60. **Computer Programmer** – Computer programmers write the step-by-step instructions that direct computers to process information. These instructions, or programs, tell the computer what to do in a series of logical steps. Programmers work on a wide range of projects.
61. **Computer Systems Analyst** – Computer Systems Analysts develop and maintain complex applications; analyze systems and specifications and recommend program structure and logic;

conduct technical and financial studies for the design and justification of information technology systems. Like computer programmers, they write the step-by-step instructions that direct computers to process information. These instructions, or programs, tell the computer what to do in a series of logical steps. Programmers work on a wide range of projects.

62. **Sr. Computer Systems Analyst** – Senior Computer Systems Analyst acts as project or team leader in the enhancement and/or maintenance of computer applications. They also develop and maintain complex applications; analyze systems and specifications recommend program structure and logic; conduct technical and financial studies for the design and justification of information technology systems. And like computer programmers, they write the step-by-step instructions that direct computers to process information. These instructions, or programs, tell the computer what to do in a series of logical steps. Programmers work on a wide range of projects.
63. **Culinary Assistant** – Provides assistance to students and faculty in the commercial food production lab. Responsibilities include but not limited to preparation of necessary food items for classroom instruction and monitoring student learning activities with emphasis on safety and sanitation procedures.
64. **TV Production / Promo Assistant** – Designs, scripts and edits on-air promotional material; assists production Department with designing, scripting and editing on-air interstitial material and programs. Serves as studio camera operator and teleprompter operator as needed; assists WSRE Development and Traffic Departments in preparing and timing Pledge breaks and editing program material and feeds. Coordinates project completion with relevant departments.
65. **TV Producer / Director** – Provides advanced technical guidance and direction in the coordination of television programs, educational telecommunications materials, fund drives, and other on-air and web television elements involving the supervision of camera operators, engineers and technicians, consultation with other staff concerning production requirements and values and collaboration with other producers.
66. **Peer / Mentor --Tutor** - At least a sophomore enrolled in local college or university; overall GPA of 3.0 or higher; background or current studies in computers, math, English or related fields, former TRIO participant highly desirable. Responsibilities include: 1) tutoring; 2) assist with administering assessment tests and follow-up; and 3) provide support to students regarding financial aid and academic college admissions concerns.
67. **Lab Manager** – Bachelor's degree in academic discipline, master's degree preferred; teaching experience working with adults preferred. Responsibilities include: 1) Develop computer program of instruction; 2) Instruct computer courses; 3) Monitor student progress; 4) Tutor students 5) Oversee Skills Bank learning system in lab.
68. **Program Instructor** - Develop and provide academic program of instruction in discipline. Monitor student progress and assist with evaluation. Bachelor's degree in academic discipline, master's degree preferred (required for college level instructor); teaching experience working with adults preferred.
69. **Cosmetology Technician** – Assist the classroom instructor in training entry level Cosmetology students. While working under the direction of the primary instructor, the technician will guide and correct students while they learn Cosmetology skills including but not limited to, safety precautions and cutting of the hair with shears, razor and clippers; proper application and safety precautions of the heated pressing comb, and curling iron; correct use of the blow dryer; application and safety precautions with permanent wave and relaxer, and coloring and bleaching chemicals; correct and safe usage of styling tools and products, and proper choices in shampoos and conditioners.

70. **Computer Service Specialist I** – Technical work requiring special training and/or varying levels of education or experience in a computer field. Must have the ability to lift and carry computer equipment and follow directions. Minimum requirements: One (1) year experience/training in field service/troubleshooting computer equipment.
71. **Computer Service Specialist II** – Technical work requiring advanced training and/or experience in a computer field. Must have the ability to lift and carry computer equipment and follow directions. Minimum requirements: A+ Certification and two (2) year experience in the field service/troubleshooting computer equipment.
72. **Computer Lab Assistant/AV Specialist I** – Provides assistance to students and faculty in utilizing various software products, troubleshooting computer and/or audio visual systems in computer labs and classrooms, and configuring and installing new software and hardware platforms. Responsibilities include but are not limited to technical work that involves installation, configuration and troubleshooting of computer and/or audiovisual systems. Minimum requirements: Graduation from high school or GED equivalency, individual shall be certified in the repair of computers and computer networking, two (2) years computer related experience and training can substitute on a year by year basis.
73. **Computer Lab Assistant/AV Specialist II** – Provides assistance to students and faculty in utilizing various software products, troubleshooting computer and/or audio visual systems in computer labs and classrooms, and configuring and installing new software and hardware platforms. Responsibilities include but are not limited to technical work that involves installation, configuration and troubleshooting of computer and/or audiovisual systems. Minimum requirements: Graduation from high school or GED equivalency, individual shall be certified in the repair of computers and computer networking, two (2) years computer related experience and training can substitute on a year by year basis.
74. **Asst. Coordinator of Basketball Oper.** – Assist Head Coach in the setting up of and preparation for practices, study halls and games. Assist Head Coach in the organization and supervision of practices, study halls and games. Assist in the supervision, operation and use of the Basketball Arena and Facilities. Assist in the development, implementation and enforce of rules, policies and procedures for the basketball team. Assist in the initiation and preparation of documents relating to the basketball team's travel and equipment purchases. Coordinate the work of the games administration, athletic secretary and coach in preparing for contests both home and away. Assist Head Coach in the organization and execution of all camps and showcases. Perform other duties as assigned.
75. **Lab Tutor II** – Tutors in this position will work with students, one-on-one and in small group settings, providing specialized instruction in a specific discipline and discipline-related subject areas. Tutors will answer questions on course content and aid in the comprehension of course material. This position may be in charge of the lab when Pensacola State College full time personnel are out. A bachelor's degree in field or related field is required.
76. **Lab Tutor III** – Tutors in this position will work with students, one-on-one and in small group settings, providing specialized instruction in a specific discipline and discipline-related subject areas. Tutors will answer questions on course content and aid in the comprehension of course material. This position may be in charge of the lab when Pensacola State College full time personnel are out. A master's degree in field or related field is required.
77. **Lab Tutor IV** – Tutors in this position will work with students, one-on-one and in small group settings, providing specialized instruction in a specific discipline and discipline-related subject

- areas. Tutors will answer questions on course content and aid in the comprehension of course material. This position may be in charge of the lab when Pensacola State College full time personnel are out. A doctoral degree in field or related field is required.
78. **Women's Basketball Asst/Coach** – Deleted – Moved to job# 126.
 79. **Workshop Presenter** – Develop and provide workshops as required. Background appropriate to subject matter of workshops. Presentation experience with adults preferred.
 80. **Health Science Learning Center Assistant I** - Individual needed to assist in the Health Sciences Learning Center. Primary duties will include, but not be limited to, maintaining stock of medical equipment and supplies on shelves, in storage, and on procedure carts; administrative tasks such as answering phones, scheduling appointments for re-testing; housekeeping tasks such as laundry and bed making. Exposure to medical terminology helpful but not required. Basic computer literacy skills required.
 81. **Test Administrator** – The function of a Test Administrator involves a variety of responsibilities including superior customer service, public relation skills, a high level of professionalism and the administration of high stakes tests. The primary duty is to assume full responsibility for the communication, registration, integrity, security, score reports and total administration of high stakes tests in compliance with the policies, and procedures indicated in the test instruction directions as well as the college policies, procedures and best practices.
 82. **Health Science Learning Center Assistant II** - Assist in the Health Sciences Learning Center. Primary duties will include, but not be limited to, managing the computer-based inventory control software, maintaining stock of medical equipment and supplies on shelves, in storage, and on procedure carts; administrative task such as answering phones, scheduling appointments for re-testing; housekeeping tasks such as laundry and bed making. Exposure to medical terminology helpful but not required. Basic computer literacy skills required. Must be able to lift 35 pounds or more.
 83. **ESOL Coordinator** - Coordinator to facilitate intake, testing, and placement of new incoming ESOL students, disseminate information about the Pensacola State College ESOL classes to the community, curriculum development, and instruction to students and instructors in the use of online ESOL programs purchased by the department for use by ESOL students in the classroom and at home.
 84. **Public Safety/Security Officer** – A Public Safety/Security Officer is to be available to escort employees/students to their vehicles; assist members of the campus community with directions to locations and answer college-related questions; write parking violation citations; issue parking decals; give directions during patrol of the campus; lock and/or unlock classrooms; assist students with minor issues (keys locked in cars, dead batteries, flat tires, etc.); be alert to and report criminal challenges to campus police; deal with non-law enforcement security issues; assist in identifying safety issues on campus; assist Environmental Management Supervisor with assigned safety duties; make copies; run departmental errands; lock buildings at night; and monitor campuses on weekends and holidays. The Public Safety/Security Officer will be required to assist with parking during special events held on the campuses or at outlying facilities. This individual may also be required to perform key assistance, assist patrol units with traffic control, and other duties as assigned. These duties require the Public Safety/Security Officer to walk long distances without difficulty and stand for an extended period of time. This individual will be responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State

College Police Department/Public Safety. Minimum Qualifications – Graduation from high school or GED equivalency and two year work experience in any field are required.

85. **Cosmetology Salon Receptionist** – Position will manage all duties related to the reception desk of the school's cosmetology salon including making appointments, handling phone calls, checking in customers, checking out customers, and handling the cash register. Will work with the faculty, students, and the public. Position needs patient multi-tasker who is detail oriented, works well with people, able to handle money, and possesses good communication skills. Previous cosmetology experience helpful.
86. **AutoCAD Lab Manager** – AAS degree in academic field, 5 years experience current AutoCAD versions and 3 years teaching experience. Duties include: develop computer program of instruction, monitor and assist with student evaluation, tutor students, maintain AutoCAD lab daily functions, assist in software evaluation, and report hardware issues.
87. **Simulation Technician** - Assists in preparing high fidelity mannequins for scenario sessions. Maintains the recording and storage systems associated with patient simulation and manages data storage and organization. Completes and logs regularly scheduled maintenance checks on simulation equipment. Performs routine maintenance and troubleshooting on mannequins and other equipment and maintains repair and maintenance records. Maintains an inventory of equipment assigned to the Center. Manages and maintains the scheduling and management software used by the Center and assists with scheduling the use of Center resources. Coordinates and manages the projection of live and archived scenario sessions into debriefing rooms and other instructional spaces. Assists in scheduling and coordinating repairs and installation of Center equipment and software. Assists simulation specialists with the operation of simulation software from control rooms during sessions, as requested. Minimum Qualifications: Graduation from an accredited institution with an associate degree and two years of microcomputer or computer networking experience.
88. **Network Administrator** – Primary responsibilities of administering Active Directory, GPO, Delegation, Exchange 2007, Microsoft ISA2006/TMG, Office Communication Server/ Lync (VoIP), IIS6/7, MS SQL 2005/2008, Microsoft clustering, F5 Hardware Load Balancers, DHCP, DNS, VPN, SCCM, Print Servers, and File Servers. Possess a high level of support experience with VMware design and architectural input with ESXi 3.5, VSphere 4.0, VMWare vCenter in a production environment. Experience with Shared Storage Area Networks (EMS) preferred. Experience with the DELL Server hardware platform. Analyze existing technology and make recommendations for improvement and growth adhering to policies and procedures. Assist with the management of deployment, monitoring, maintenance development, integration, upgrade and support/optimal operation of relevant technology for the College such as Unified Messaging. Assess the impact of system changes prior to their implementation, minimizing down time and working with colleagues where appropriate. Develop and maintain documentation of relevant system procedures and functions. Contribute input to standard operating procedures and capacity planning. Perform hardware and software troubleshooting as required. Responsible for Microsoft update release process and maintenance of all Enterprise systems district wide. Maintain Antivirus solution and properly escalate virus threats. Install, configure, and maintain broad spectrum of client server applications based on college's initiatives. Provide input to support business case justifications and cost benefit analyses for new initiatives. Responsible for coordinating backup and recovery procedures. Develop training materials/strategies for IT Infrastructure and collages as needed.

89. **Senior Writer, Social Media Strategist** - Manage the college's social media activities, which include, but are not limited to Facebook, Twitter, YouTube and LinkedIn. In partnership with the director, assists in the planning, development and management of enrollment and event marketing campaigns. Writes and edits ad copy, short stories, and Web copy.
90. **Acting Criminal Justice Coordinator** - The Acting Coordinator for the Criminal Justice Program (assisted by the department head) is responsible for the counseling of criminal justice student; the coordination of the Criminal Justice Advisory Committee; the selection and hiring of qualified adjunct criminal justice faculty; the scheduling of criminal justice classes for fall, spring, and summer semesters; and the instruction of criminal justice classes.
91. **CORP. & PROF. DEVELOPMENT ANALYST** -
92. **RESEARCH SPECIALIST** - Assist Student Leadership & Activities in the planning, and facilitation of campus events. Produce department publications, schedule facilities use and serve as office manager for SLA & SGA.
93. **OFFICE MANAGER** - Assist Student Leadership & Activities staff in the planning, and facilitation of campus events. Produce department publications, schedule facilities use and serve as office for SLA & SGA.
94. **PURCHASING ASSISTANT** - Performs a variety of department clerical and basic purchasing duties, including but not limited to, maintaining filing and records, data entry, word processing, assisting the Purchasing Staff with projects, etc. Minimum requirements: graduation from high school or GED equivalency. Twelve (12) months work experience.
95. **LIBRARIAN** - Answers reference questions in the Library and by telephone. Instructs and promotes the use of all learning resource materials. Assists in weeding Library materials and recommends titles to be discarded. Reviews book selection aids to select material for possible purchase and inclusion in the collection. Participates in the Library's orientation of students, and provides tours and classroom visits, when necessary. Supervises student assistants assigned to the reference area. Submits monthly report to the Director. Serves in other public service areas when needed. Works nights or Sundays when needed. Participates in all tasks necessary to insure good housekeeping, including shelf reading, shelving and general appearance of the reference area. Cooperates as a team member with the Library staff in performing any professional or non-professional duty essential to the achievement of efficient library services and operation. Reports all problems and changes to the Director.
96. **EDUCATIONAL ADVISING SPECIALIST** - This position advises students on all aspects of career and course selection. Helps students understand the admission criteria for specialized programs and ensures students have met all requirements for graduation. Approves program changes and makes recommendations for course substitutions, third attempts and refunds requests.
97. **RECORDS REPORTS SPECIALIST** - This position provides back-up to the front office personnel as needed. Process refunds, third attempts and non-access of fees as needed by the Director and Dean. Provides assistance for admissions/registration and counselors/advisors on a daily basis as needed. Has knowledge of the SRS system, on-line accounting system, Office Depot on-line purchasing of supplies. This position is responsible for scheduling of office staff during registration times and part-time employees on a regular basis. Responsible for Keegan payroll.
98. **SENIOR COPYWRITER** - (Same as job # 89)
99. **VIDEOGRAPHER** - Produce a variety of creative, high-quality videography of people, events and campus scenes for the college as well as print publications, including the quarterly alumni magazine, newsletters and brochures, using natural and studio lighting and digital editing.

100. **PHOTOGRAHER** – Shoot scheduled events on campus and the campus community. Upload, edit and post images to the internal photo gallery. Responsible for maintaining and updating the gallery, and managing the quality of photos based upon departmental needs. Under supervision of director, work with videographer to create multi-media and video pieces. Assist designers and marketing staff in duties as needed. Must be comfortable interacting with diverse populations (students, staff, faculty, visiting VIPs, and the general public) in a variety of settings. Flexible work hours with some need to work evenings and weekends.
101. **DESIGNER/COPYWRITER** – Organize and prioritize complex writing and design projects with strong writing and editing skills. Projects include annual publications, specialty magazines, recruitment materials, and more. Responsible for writing advertising copy, editing, copyediting and proofreading.
102. **ADMINISTRATIVE ASSISTANT** – Perform a wide range of administrative and office support activities.
103. **DIRECTOR OF STUDENT LIFE** – Is responsible for the administration of the College's disciplinary process. The Director serves as a liaison with College employees on matters regarding student behavior. The director will assist in interpreting college policies and procedures and recommend revision of college student policies and college system procedures. The director will conduct trainings and development topics related to the current discipline issues on campus.
104. **PHOTOGRAPHER LAB MANAGER** - Is responsible for maintaining four photographic studios – lighting, color, black & white, and print finishing area. Required tasks include: repairing and upkeep on all color processors and chemistry; maintaining black & white chemistry; sustaining studio lighting equipment, darkroom enlargers, and all formats of capture, digital & film format(s). The Lab Manager supports students in “technical aspects” of all levels of photography applications. This is not a teaching position.
105. **FINANCIAL AID/VET SERVICES CLERICAL** – Staff uses the College's Student Record System in order to upload federal records for processing to determine student eligibility for federal Title IV Aid, State of Florida Student aid, and institutional aid. Staff are trained to support document tracking to associate student submitted documents required for processing eligibility for the above listed aid both in the electronic system and in the paper filing system. Staff were used to greet and answer FAQs to assist students in Building 2 Lobby, on the phones, and in Room 250.
106. **FINANCIAL AID ASSISTANT** – Provide information to students regarding financial aid program requirements and procedures. Evaluate documented financial need. Accept financial aid applications, forms; review for completeness, accuracy; verify information reported on student applications to determine eligibility for awards; screen applications; review student folders, transcripts, test scores, and process. Demonstrate integrity, ethical behavior in working with confidential information and maintain a high level of confidentiality. Apply and comply with federal, state and institutional regulations governing student financial aid. Maintain a close working relationship with the Financial Aid Office, Bursar's Office, Registrar's Office, and other college personnel. Provide exemplary customer service. Performs other duties as assigned.
107. **FINANCIAL AID/CASHIER ACCOUNTANT** – Inactive position
108. **DIRECTOR OF GOVERNMENT AFFAIRS** – Assists the president with: Legislative activities and issues. Issues and policies of the State Board of Education and the Office of the Chancellor of the Florida College System. Assists the President with: Special events. Board of Trustee issues. Provides support to the Office of the President for: Special college activities. College meetings. Provides facilitation and oversight of the President's Leadership Institute. Other duties as assigned.

109. **BACCALAUREATE ADMINISTRATIVE COOR.** – Performs administrative and secretarial duties for the Baccalaureate Program including setting up original filing system, responding to inquiries concerning the new program, and performing other duties as assigned.
110. **DIRECTOR, STUDENT SERVICES, SSRC** – Coordinates, supervises, and participates in the campus student services areas including admissions, counseling, advising, career planning, testing, registration, recruitment, retention, and student life and activities. Provides support to the departments of financial aid and academic programs.
111. **TRAVEL COORDINATOR** – Travel “agent” for college and miscellaneous purchasing duties: This position is the centralized “travel agent” for the college. This person is the sole contact for PCard travel, Avis, etc. This person will establish a web page for internal usage and audit travel. This person generally works 3-4 days per week depending on workload.
112. **ACCOUNTANT** - Daily balancing (Master Account File, Journal Entries (Bursar vs Comptroller), Cash Receipts, etc). Monitor Bank Transactions and posting Journal Entries for deposits received by the bank. Work with Bursar’s office and Restricted Accounting Department regarding bank transactions and Daily Cash Flow. Work with personnel in the Comptroller’s Office, Management Information Systems and Bursar’s Office to track discrepancies in accounts and prepare paperwork to correct discrepancies and notify other personnel regarding corrections. Prepare and input journal monthly entries for Postage and Envelopes. Prepare Monthly Budget Amendment Reconciliation. Prepare requested reports. Other duties as assigned.
113. **ACCOUNTING CLERK** – Printing checks and related documentation. Sorting documentation for checks and preparing check registers for check Auditing. Assign Central Stores Request Numbers and complete monthly Journal Entry to post charges to departments. Research and input miscellaneous Journal Entries and Budget Amendments. Assign Central Stores Request Numbers and complete monthly Journal Entry to post charges to departments. Contact Student/Vendors regarding outstanding checks. Opening and sorting mail. Other duties as assigned.
114. **GALLERY DIRECTOR** – The responsibilities of the Gallery Director’s position will include: developing a gallery budget; scheduling and installing exhibitions; originating rental contracts for exhibitions; creating exhibition advertising, bulk mailings, banners, etc.; maintaining the Permanent Collection; increasing membership levels; arranging membership events and public openings. It is also required that the gallery director drives her personal vehicle or a college vehicle to complete certain aspects of the job responsibilities.
115. **DIRECTOR OF SYSTEMS SUPPORT** – Performs highly responsible technical work in developing internal technical standards for updating and modifying computer operating systems and developing multi-phase software additions and/or modifications to accommodate the requirements of a consolidated data center.
116. **ADULT EDUCATION PROGRAM SPECIALIST** – Inactive position
117. **GYMNASTICS DIRECTOR CONTINUING ED.** - Responsible for scheduling all classes including section requests. Interview, train and supervise instructors/coaches. Train all instructors in First Aid and Child/Infant and Adult CPR including the use of an AED. Insure timesheets for all coaches are submitted in timely manner. Facilitate Recreation and Leisure classes for the advanced gymnastic courses offered to community. Directly responsible for over \$100,000 worth of equipment. Responsible for ensuring that all equipment is sale and in good working condition. Train competitive gymnastics team and supervise the training of recreational and preschool students. Attend gymnastics conferences relating to new techniques and policies and procedures of USA Gymnastics that directly affect Pensacola State College Gymnastics. Attend qualifying,

- state, regional, and national gymnastics competitions as needed for competitive team. Responsible for placement of new students into the proper level classes. Ensure that students are advanced and changed to the proper level during the term. Supervise the advancement of all students in program. Responsible for promotion of program through exhibitions performed by gymnastics team (e.g. Arts Festival, Half-time at Pensacola State College basketball games, Drug Awareness programs, National Gymnastics Day, local elementary schools' festivals, etc.) Supervise training of All-Star competitive cheerleading squad. Relate with all parents and students. Encourage Gymnastics Booster Club activities that support team. Reports to Recreation and Leisure Coordinator.
118. **ADULT EDUCATION COUNSELOR** – Provides support to administer TABE testing and subsequent referral to adult education classroom instruction.
119. **LITERACY SPECIALIST** – Provides information to promote family and individual literacy working directly with at risk adult students in a classroom setting. This includes distribution of materials, referral to agencies and counseling individual students.
120. **ASSISTANT VOLLEYBALL COACH** – Assist with game day management. Assist with practice planning and performance. Assist with official and unofficial visits. Assist with tryouts and community service.
121. **OFFICE ASSISTANT** – Administrative support in making phone calls, performing special projects, faxing, filing, copying, distributing forms, track correspondence and projects, delivering mail and other office related work.
122. **PROJECT DIRECTOR HPOG & TITLE II** – Title III Project Coordinator: Responsible for the daily operations and overall administration of the project. Administrative responsibility for the overall accomplishment of the project, manages the budget, supervises all project personnel, prepares required reports, conducts surveys, provides quality instruction, establishes and maintains community, college/university, and local/state government contacts, and represents the project to college administration. HPOG Coordinator: Assists the project director with the implementation of the grant award by coordinating project activities with offices and services at the college and within the community. Provides coordination between the Grants Office and the project to assist in developing budgetary and programmatic reports to the funding agency. Provides content coordination in the development of the web based project management application.
123. **ASSISTANT ATHELETIC COORDINATOR/ASST BASEBALL COACH** – To assist in the daily coordination of the department of athletics main office job junctions. To assist the baseball team in the procurement and development of student/athletes. Summary of essential job functions: Directs incoming phone calls and, electronic and foot traffic to the appropriate offices. Completes and routes routine office paperwork. Assists in other office tasks as needed. Responsible for documenting and tracking Booster club income and expenses as well as amenities. Assist Head Baseball Coach in all things related to baseball from, but not limited to, recruiting, practice and practice plans, base coaching and position coaching, game day management and strategy, and administration. Assists in hosting tournaments, camps, clinics and showcases.
124. **DEVELOPMENT SPECIALIST/PROSPECT AND AWARENESS COORDINATOR** – The project development coordinator occupies a crucial position in the Pensacola State College Foundation. In addition to general coordinator and departmental support duties, he or she serves as a secondary contract person between Pensacola State College departments, donors and foundation volunteers, his or her principal function is to do everything possible to keep the fund raising process and related development events running smoothly.

125. **E-LEARNING SPECIALIST** – Performs a variety of duties related to the delivery of college-level instruction through the Internet and other computer-based systems, assists students and faculty in matters of eLearning and instructional technology, coordinates proctoring arrangements for online testing. Must possess a working knowledge of the Internet, MS Word, Excel, Explorer (and other popular web browsers). Minimum Requirements: graduation from an accredited institution with an associate's degree and two (2) years' experience.
126. **ASSISTANT BASKETBALL COACH I** – Assist Head Coach in the setting up of preparation for practices, study halls and games. Assist Head coach in the organization and supervision of practices, study halls and games. Assist in the supervision, operation and use of the Basketball Arena and Facilities. Assist in the development, implementation and enforcement of rules, policies and procedures for the basketball team. Assist in the initiation and preparation of documents relating to the basketball team's travel and equipment purchases. Coordinate the work of the games administration, athletic secretary and coach in preparing for contests both home and away. Assist Head Coach in the organization and execution of all camps and showcases. Perform other duties as assigned.
127. **ASSISTANT MEN'S BASKETBALL COACH II** – Assist Head Coach and assistant coach(es) with practice preparation and execution, and assist in game day management/coaching. Job responsibilities: On court coaching, Scouting of upcoming opponents, Recruiting as available, Office work as required.
128. **SCIENCE LAB SPECIALIST** – The Science lab Specialist is to be responsible for the day-to-day operations of the various labs including setting up and taking down lab exercises; organization, and maintenance of laboratory supplies and equipment; preparation of solutions and cultures; serving as safety officer for lab activities; prepare solutions and materials for labs; maintaining a clean and safe environment; maintaining the inventory of supplies and equipment and order as needed; and communicating with department head and faculty to effectively meet their needs and expectations.
129. **PUBLIC SAFETY OFFICER II** –
130. **COLLEGIATE HIGH SCHOOL PROGRAM SUPERVISOR** – Supervises student attending Collegiate High School during the school day. Assists faculty and staff with issues involving student discipline and conduct. Supervises the facility during the school day. Assists faculty and staff in the day to day operation of the school. Other duties as assigned by the Director of Secondary and Adult Education.
131. **SR. WRITER SOCIAL MEDIA STRATEGIST II** – Integrate PR initiatives with social media such as LinkedIn, Twitter, Facebook, YouTube, Flickr, etc. Work within the department to build consistent communication plan. Write ad copy, student profiles, and brochure information. Assist with preparation of print jobs for production. Other support as needed with copy writing and graphic design.
132. **ASSOCIATE EDITOR** – Manages the production schedule for regularly produced college-wide reports, magazines, and recruitment materials. Produce bi-weekly reports and keep project on-time and within budget. Writes, edits, and oversees photography for the above materials. Reviews printed materials for accuracy and style. Maintains historical data and contributes to such publications with President's office. Collaborates with graphic designers, photographers, and other staff on marketing projects as needed.
133. **ESOL SPECIALIST** – Coordinate intake and placement of students, instructor training, development of the curriculum and technology training.

134. **HPOG STUDENT ACADEMIC TUTOR** – Assists students individually or in small groups with general and technical course content review. Reviews may include theory and/or hands on skills review and practice. Tutors have demonstrated proficiency in the subject matter being reviewed.
135. **HPOG ACADEMIC TUTOR I** – Assists students individually or in small groups with general and technical course content review. Reviews may include theory and /or hands on skills review and practice. Tutors have experience in the subject matter being reviewed.
136. **HPOG ACADEMIC TUTOR II** – Assists students individually or in small groups with advanced technical course content review. Reviews may include theory and /or hands on skills review and practice. Tutors have experience teaching the subject matter being reviewed.
137. **CENTURY/SANTA ROSA RECEPTIONIST/SITE SECRETARY** – Serves as the contact person for the site and coordinates the general office duties for the site. Duties include answering telephones, contact with visitors and prospective students and distributing materials and information related to site programs.
138. **DIRECTOR OF LYCEUM** – With the Performing Arts Chair, selects Lyceum Committee members from faculty and staff volunteers. Works with Department Chair in establishing budget. Conducts monthly meeting of Lyceum committee. Gathers material from agents, agencies and artists to present to committee. Suggests performers to the committee. Follows up on committee recommendations by contacting agents or artist themselves. Negotiates fees and other contractual requirements. Schedules specific performers and dates of appearance. Insures that all contracts and other necessary documents are received and processed. Works with Tech Director on requirements for each performer or group. Coordinates with Marketing in creation of season brochure and other publicity materials. Oversees production of posters and programs. Rolfs Piano Series. Works with Dr. Rolfs in selecting and booking pianists for the series.
139. **PR/MARKETING SKILLS USA** – Performs duties in variety of public relations functions including research, writing, editing and placement of news releases, feature articles, and specialized publications as they relate to special events. Assist with printing activities, serves as liaison for college with SkillsUSA/Worlds of Possibilities Career Expo. Interact with local media advertising representative, and business and industry.
140. **ADMISSIONS SPECIALIST** – Minimum qualifications: An associate degree or two years of work experience in a related field. Exceptional customer service, able to answer general admissions/registration questions for college credit, dual enrollment, adult/GED, Collegiate High, and recreation and leisure students. Share basic admission information, testing requirements and testing information, initial FA information and other resources available to help any student learn resources for student access and success. May be asked to input various college applications, test scores, and other data as required by the job. Also able to answer phones with multiple lines. Multi-tasking a must! Basic computer knowledge required. This position is front line and first point of contact for anyone interested in attending the college!
141. **ASSISTANT DEPARTMENT HEAD** – Assists in administration of the department under the direction of the department head and function in his/her behalf during department head's absence. Assists the department head in developing, promoting, and offering quality classroom instruction, including instructor evaluation, curriculum review and development, student recruitment, and academic advising. Assists in course scheduling, ordering books, and requisitioning supplies, equipment, and materials. Assists in development and implementation of departmental budget. Maintains communication with faculty, individually and collectively. Performs other duties as assigned.

142. **LEGAL ASSISTANT** - Performs a variety of department clerical and basic legal duties, including but not limited to, maintaining filing and records, data entry, word processing, assisting the Legal Staff with projects, etc. Minimum requirements: graduation from high school or GED equivalency. Twelve (12) months work experience.
143. **GROUNDSKEEPER SEMI-SKILLED, LEVEL III** – Two years experience in landscape and grounds maintenance. Must be able to perform in a leadership role. Must be able to lead others, employees without supervision. May lead entry level workers in various ground keeping tasks. Must be able to follow oral and written instructions. Must be able to operate all ground's equipment and to teach others how to use it properly. Must have a good attitude, self-motivated, and good leadership abilities, and set a good example for others to follow. Must be able to work in a college environment.
144. **WEB Designer/Developer II** – Technical work requiring special skills and training relating to the development and design of web pages.
Minimum Requirements: Experience with current .NET technologies, web page design using DHTML, JavaScript and CSS, web design tools and web related protocols. Familiarity with SQL Server 2000 databases and T-SQL. Knowledge of a programming language such as C# or C++ or VB.NET.
145. **Coordinator of Program Development** – The coordinator of Program Development coordinates and facilitates new program development. The Coordinator works with department heads to ensure new programs meet state and accreditation requirements and facilitates processes to ensure necessary Curriculum Council review and approval. The Coordinator works with appropriate personnel to complete required applications to the state for offering new programs and ensures appropriate needs assessments are completed. Report to the Vice President, Academic Affairs.
146. **Gymnastics Coordinator** – Coordinate the Gymnastics program under the Continuing Education department. Duties include hiring and managing gymnastics coaches. Insure timesheets are completed; coordinate all competitive activities with the booster club; plan the schedule and insure coaches are matched to all courses offered.
147. **Legal Clerk** – Performs a variety of department clerical and basic legal duties, including but not limited to, mailing, scanning, auditing, maintaining filing and records, data entry, word processing, assisting the Legal Staff with projects, etc. Minimum requirements; graduation from high school or GED equivalency. Twelve (12) months work experience.
148. **Staff Assistant to the President** – This is highly responsible secretarial and clerical work as staff assistant to the president. Performs a variety of secretarial and clerical duties requiring an extensive working knowledge of the organization and programs of the college and knowledge of the president's policies, views and special interest. Duties include assisting with secretarial functions for the District Board of Trustees and relieving the President of clerical detail and office management functions.
149. **Director of Admissions** – Directs admissions and records responsibilities to serve Pensacola State College.
150. **Student Recruiter** – Recruits individuals for participation in the Health Career Occupation Program. Develops a network with community service organizations and government programs that serve the target population. Assists with the development of targeted recruitment materials. Presents HPOG to groups of potential participants and community groups and assists potential participants apply to the program.
151. **Data Management Assistant** – Must type a minimum of 30 words per minute and be familiar with Microsoft Word and Excel. Job duties include entering data into a computer system, operating

- office equipment, and customer service. Must be capable of identifying and extracting specific information from participant files.
152. **Master Control Operations Specialist**: Sets-up, operates, and monitors television station automation systems as well as traffic scheduling system in order to maintain proper on-air schedules and quality signals over multichannel distribution systems for four (4) broadcast streams. Operates precision video and audio monitoring equipment in order to insure quality control checks for all video and audio signals being transmitted or recorded. Monitors and adjusts operational parameters of broadcast systems and maintains logs on broadcast content timing as required by the Federal Communications Commission (FCC).
153. **Assistant Athletic Coach-Men's Baseball-Women's Softball – Cheer - Dance** – The Assistant Athletic Coach will assist the Head Coach in recruiting players, academic monitoring, preparing players for games and daily practices, maintaining statistics, making travel arrangements, scouting opponents, performing academic advising of student-athletes, developing and promoting fund-raising activities, budgeting management, and community involvement. The Assistant Athletic Coach will report to the Athletic Director for student-athlete housing. MINIMUM QUALIFICATIONS: Graduation from an accredited institution with a bachelor's degree and three years coaching and/or playing experience in baseball. Some coaching/playing experiences may substitute for college degree. Must possess valid state driver's license. Successful results of a background check are required. PREFERRED QUALIFICATIONS: Master's degree in an academic program of the college; coaching experience at the college or high school level; experience in recruiting, player's skill development, strong organizational/administrative skills, and demonstrated proficiency in website construction and maintenance.
154. **Fishing Teacher Assistant** - Attend the Fishing classes as scheduled during Kid's College to assist the adjunct in providing instruction to the students on how to fish safely. Go on field trips each week and assist students and teacher with baiting hooks, releasing fish and keeping student safe.
155. **Manager, Donor Services** – Manages WSRE's donor solicitation, cultivation, and stewardship programs throughout WSRE's broadcast areas. Creates and manages station team members/volunteers in diverse fundraising efforts including on-air membership pledge drives, direct mail campaigns, telemarketing, and community membership outreach programs; develops/grows successful annual giving and sustainer programs including management of high-level computerized donor database system to collect and analyze giving metrics/data to achieve annual departmental revenue goals and production of timely and accurate financial/fundraising reports. Works with programming consultants in the selection and scheduling of pledge programs, selecting/scheduling hosts for live pledge events, developing/producing fundraising print pieces and strategies for fundraising using social media (Facebook, Twitter, and web interfaces), and continuous cultivation of the interaction with donors, members, and volunteers on a regular basis during and between pledge drives.
156. **Senior Network and Telecommunications Specialist** – Summary: Provides highly responsible technical support for state-of-the-art networking systems. The network includes Cisco enterprise level equipment in a multi-campus, wide-area network infrastructure, complete wireless coverage with multiple VLANs and phone/network integration. Essential Duties and Responsibilities: Provide highly responsible technical work in the set up and support of state-of-art network and communications systems. Additionally, perform system analysis of network performance to ensure optimum efficiency and capacity of growth; assist with the installation, configuration, and

- administration of district-wide data network. Performs highly responsible technical work in installing and maintaining district wide network and related microcomputer systems. Performs system analysis of network performance to ensure optimum efficiency and capacity for growth. Installs and supports network to mainframe connectivity. Provides training to Pensacola State College employees on all aspects of the campus network including electronic mail, network software, and other college standard software and hardware. Ensures that college standards are maintained by performing evaluation of networking equipment and software in conjunction with standing committees. Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State College Police Department/Public Safety. Performs other duties as assigned. 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.
157. **Ceramics Studio Lab Assistant** – General clean-up of studio, tools, equipment, and helping with mixing clay, filling chemical buckets, and organizing chemical room. Also, duties will include monitoring, loading and unloading kilns; washing the cleaning towels; monitoring the inventory of all clay and chemicals, as well as, keeping things in the proper places. Some glaze mixing will be expected.
Qualifications: Dependable, reliable, self-motivating, and able to show attention to detail. Must have some knowledge of various clays and chemicals necessary for processing and mixing. Job will require some dirty work. Must be capable of lifting heavy bags of 50 pounds.
158. **WSRE Web/Social Media Manager** – The Manager will use next generation technology incorporating audio/video streaming; perform website design, development and content/technical maintenance activities for public broadcasting station website and related websites; work with marketing manager and various departments to creatively and effectively design, produce, edit, update, and present the latest information all station events, programs and projects; continually seek to incorporate latest technology into all aspects of website design and presentation; and support station staff in technology needs and training.
159. **Perkins Grant Coordinator** – Is responsible for all aspects of the Carl D. Perkins Grant. Coordinates with College administrators and other staff in the development and writing of the Perkins Grant. Responsible for preparation of the grant proposal, management and oversight of the budget, performance objectives, grant activities, equipment and supplies purchased, services provided to Career and Technical Education students, and associated reporting requirements. Coordinates with the appropriate College offices and departments related to closing out the Perkins grant at the end of fiscal year.
160. **Promotions Coordinator, WSRE** - This position will direct activities to promote the station's programs, activities and educational outreach services, and serve as station representative and liaison to the station's media outlets; execute ad campaigns to build and maintain awareness of the station's programming, educational activities and events; perform market research; and work collaboratively with local, regional, and national media, and other public broadcasting organizations with respect to system-wide efforts toward quality programming and lifelong learning objectives. Additionally, the Coordinator will provide input for interstitial material for on-air promotion; assist with production of promotion spots for broadcast and website; make recommendations regarding frequency and effectiveness of promotional spots; review and revise

network promotional materials; and coordinate with various station departments to ensure promotions plans meet overall project objectives.

161. **Educational Services Coordinator, WSRE** - Under direction from WSRE's Director of Educational Services and Content, coordinates and implements efforts for WSRE's outreach projects and initiatives between WSRE and various national, regional and local organizations, including PBS, the Corporation for Public Broadcasting, NETA (National Educational Telecommunications Association), NCO (The National Center for Outreach), local community organizations, local school districts, libraries and post-secondary institutions throughout WSRE's broadcast area. Assists with organization and execution of current WSRE educational outreach events, initiatives and projects. Assists with coordination of conferences, workshops and seminars hosted by WSRE. Supports the administrative of the Educational Services & Content department.
162. **Accounting Specialist** - Assists the Business Manager with the stewardship of Foundation and College funds by maintaining accurate financial records, following accounting procedures, and adhering to proper controls. Processes accounts payable, maintains budget control, reconciles accounts, prepares journal entries, audits journal vouchers and prepares specialized accounting reports for the Foundation and College Departments.
163. **Student Services Support** – Report directly to the Coordinator, Student Services – South Santa Rosa Center. Communicate information relating to admissions, registration, academics, and financial aid to staff and students. Assist students with class scheduling based on test requirements or state statutes. Assists with career planning as needed and review education plans to ensure student schedules are in line with academic goals or transfer needs. Refer students who may need additional student services resources to other departments, programs, businesses or community agencies. Provides assistance with recruitment opportunities in the local community. Understand and conform to all relevant federal, state, and college policies. Support the student services area by working a flexible schedule based on the needs of the South Santa Rosa Center.
164. **Laundry Worker** – Laundry Workers collect, transport, sort and count laundry; operate laundry equipment; and perform other work as required. Typically incumbents are assigned duties which may involve heavy lifting or strenuous physical labor. Works under general supervision.
165. **Associate Registrar** – Assists and supports the Registrar in planning, organizing, directing, and coordinating various facets of the operations of the Office of the Registrar. Works under the direction of the Registrar to maintain the integrity of the department and college by providing quality service and support to the campus and community. Assists the Registrar with the interpretation and application of statutes, rules, policies and procedures. Works at the direction of the Registrar on a variety of special projects as needed to enhance the operation of the department or improve services to students. Creates written professional correspondence. Exhibits strong verbal and written communication skills. Demonstrates a higher level of customer service skills with an ability to resolve conflicts and situations of a sensitive nature. Displays a working knowledge of word processing, and other software programs. Other duties as assigned.
166. **Document Scanning Assistant** – Job duties include configuring scanners for document capture, training employees in configuration and use of Synergy and related scanners, entering data into a computer system, operating office equipment, and customer service. Minimum education is a high school degree.
167. **Student Publications Manager** – Provides general supervision and management of the student newspaper. Offers journalistic advice, manages the budget and office, and assists students with

- use of technology and equipment. Acts as a liaison between students and administration. Minimum requirement: bachelor's degree in English, journalism, or related field.
168. **Librarian-In-Training/Resident Librarian** – Answers reference questions and promotes the use of all learning resource materials through non-classroom demonstration and instruction. Assists staff and faculty librarians in selecting, maintaining, and weeding Library materials in the collection. Receives training and serves in Circulation and Technical Service areas as needed. Participates in shelf reading, shelving, straightening, and other tasks necessary to maintain the Library's collections and public areas. Cooperates as a team member with the Library staff in performing any duties essential to the achievement of efficient library services and operation. Reports to the Reader Services Coordinator. Works nights or Sundays as needed.
169. **Database Coordinator, WSRE Job# 2255** – The Database Coordinator position is a full-time grant funded professional position. The database Coordinator will perform high level of advanced and complex data base management tasks for WSRE and the WSRE-TV Foundation. This position is responsible for system and data integrity and accuracy of records in assigned database modules; will work with departmental managers to design and produce effective management reports; and will supervise and direct membership/donor volunteers and part-time staff. Other duties and responsibilities include interacting with donors and volunteers on a regular basis, overseeing the technical aspects of database management and donor relations, developing database file methodology, generating accurate and appropriate reports, and working with department managers to process tasks utilizing WSRE's various operational and administrative database systems.
170. **Coordinator of Assessment** – Will assist with facilitation of the College's continuous improvement process. In particular, the Coordinator of Assessment will assist with developing, implementing, evaluating, and approving statements of expected outcomes and the documents and procedures related to the assessment of the achievement of those outcomes. Additionally, the Coordinator of Assessment will assist with oversight of the analysis of assessment data and the reporting of improvements made as a result of that analysis.
171. **Project Manager** - Serve as the lead associate for special projects to enhance the technology systems and propose improvements for the Admissions and Records offices of Pensacola State College and Pasco Hernando State College. Communicate special projects information to the college stakeholders, work in conjunction with the Consortium to develop the needed systems, and train to implement the final products. Create presentations, including training manuals, and help maintain the project information.
172. **Business Affairs Associate** – Assists the Vice President, Business Affairs and staff with specific projects related to college finance and reporting. Compiles and completes reports due to State (ex: Cost Analysis), researches and reports on specific topics related to College finance issues and assists with communication to college employees and staff. Minimum Requirements: Bachelor's Degree in Business related field and 5 years of experience in a college setting.
173. **Art Gallery Assistant** – Art Gallery Assistant assists the director in the daily activities of the art gallery. These activities include public programming, administration, visitor services, assistance in researches for exhibitions and monitoring archives, coordination and planning for students and volunteers along with participation in planning for special events, fundraising and community awareness. The assistant sometimes replaces the director, in his/her absence, and monitors the operations of the art gallery.
174. **Staff Accompanist** - Accompanies groups in the Performing Arts Department including the Concert Chorale and the Jazz Choir. Accompanies music majors for recitals and music juries. Students will

- be given two half hour sessions in addition to performance. Accompanies prospective students auditioning for scholarships at the college. Accompanies faculty preparing recitals or other artist involved with the Lyceum season. May require evening or weekend hours.
175. **ADA Documentation Specialist** - Review documentation provided by students with disabilities and evaluate appropriate placement in college-level coursework. The ADA Documentation Specialist will report directly to the Director of the Student Resource Center for ADA services.
176. **Teacher Assistant** - Works with Small groups on projects during class in the new course for tutoring Saudi Arabia students to build skills in Arabic and English to include culture, language and traditions.
177. **Consortium Specialist** – Performs a variety of specialized departmental functions and duties related to the consortium software development activities. In support of the consortium software development this position coordinates user group members, serves as the central point of contact for the user groups, performs work-order tracking for the software development teams, communicates with consortium users and consortium steering committee regarding user meetings and work-order progress, coordinates user group meetings, provides documentation and presentation materials for user meetings as well as other common duties assigned by supervisor. This position requires advanced word processing and/or spreadsheet software skills proficiency and must possess ability to work in high level, professional office that may include confidential information. This position serves as the administrative assistant to the MIS department and assists the college's CIO, who represents the college on the consortium steering committee.
178. **WSRE Production Assistant Level 1 (PA1)** –
179. **WSRE Production Assistant Level 2 (PA2)** –
180. **WSRE Production/Eng Technician Level 5 (TE5)** –
181. **WSRE Production/Eng Technician Level 5 with Lift (TE5 w/lift)** -

Proposed 2011-2012 Temporary Employee Rates and Job Descriptions

Please indicate proposed pay and billing rates for each job classification, it is understood that this pricing shall remain firm as per the above specifications, for the period July 01, 2011 through June 30, 2012. *Note: Proposed rates are per job classification and as such are to remain constant for that classification. No increase in billing rates will be considered due to an applicant or incumbent's increased job qualifications. Billing rates are per category not per individual.

2011 – 2012 Temporary Employee Rates and Job Classification

	Job Title/Description	Pay Rate	Bill Rate
1	Office Clerk	7.25	8.67
2	Senior Office Clerk	7.30	8.73
3	Switchboard Operator	7.40	8.84
4	Secretary	7.40	8.84
5	Senior Secretary	7.75	9.26
6	Technical/Paraprofessional – Level I	7.30	8.72
7	Technical/Paraprofessional – Level II	7.40	8.84
8	Technical/Paraprofessional – Level III	7.45	8.89
9	HTML Programmer	12.00	14.14
10	WEB Designer/Developer	13.25	15.62
11	Professional - Level I	8.00	9.53
12	Professional – Level II	9.50	11.23
13	Academic/Career Advisor/Librarians	14.50	17.28
14	Gymnastics Coach Level I	7.45	8.65
15	Gymnastics Coach Level II	7.50	8.96
16	Gymnastics Coach Level III	8.50	10.11
17	Gymnastics Coach Level IV	9.25	10.75
18	Gymnastics Coach Level V	10.00	11.60
19	Gymnastics Coach Level VI	12.50	14.71
20	Lifeguard Level I	7.40	8.52
21	Lifeguard Level II	7.45	8.57
22	Lifeguard Level III	7.50	8.96

23	Lifeguard Level IV	9.00	10.68
24	Model (Clothed)	7.25	8.34
25	Model (Nude)	10.00	11.84
26	Proctor/Testing	7.50	8.96
27	Room Supervisor/Testing	7.75	9.18
28	Junior Groundskeeper – Unskilled – Level I	7.30	8.95
29	Groundskeeper – Semi-skilled, Experienced – Level 2	8.05	10.04
30	Laborer/Material Handler	7.60	9.35
31	Day Custodian	8.05	10.17
32	Skilled, Semi-skilled – No license	8.05	10.14
33	Skilled, Semi-skilled – Kitchen help	7.35	9.10
34	Skilled, Semi-skilled – Journeyman's License	8.50	10.60
35	Theatre Tech I	7.45	8.94
36	Theatre Tech II	7.75	9.30
37	Kids College Director	16.00	18.74
38	Kids College Student Assistant	7.25	8.92
39	Kids College Assistant	7.50	8.95
40	Lab Tutor I	8.50	9.97
41	Tutor Manager	11.50	13.57
42	Green House Technician	7.75	9.37
43	Sign / Interpreter I	17.00	19.57
44	Sign / Interpreter II	19.00	21.88
45	Publications / Development Specialist	14.50	16.99
46	Construction Assistant I	10.00	12.60
47	Construction Assistant II	12.00	15.12
48	Academic / Career Advisor – B.A. Degree	12.00	14.30
49	Job Developer	12.00	14.13
50	Lead Job Developer	13.25	15.57
51	Case Manager	12.00	14.16
52	Lead Case Manager	13.25	15.56
53	Theatre Designer	8.84	10.46

54	Lab Facilitator	22.50	26.23
55	Dental Assistant	16.00	18.50
56	Sign Interpreter Trainee	9.00	10.36
57	Data Entry Assistant	9.00	10.64
58	Computer Operation Technician	10.00	11.83
59	Sr. Computer Operation Technician	12.00	14.11
60	Computer Programmer	15.00	17.59
61	Computer Systems Analyst	20.00	23.35
62	Sr. Computer Systems Analyst	30.00	34.95
63	Culinary Assistant	9.00	10.40
64	TV Production / Promo Assistant	10.50	12.15
65	TV Producer / Director	25.00	28.84
66	Peer / Mentor – Tutor	7.30	8.72
67	Lab Manager	17.00	19.90
68	Program Instructor	19.50	23.24
69	Cosmetology Technician	11.00	12.99
70	Computer Service Specialist I	10.00	11.72
71	Computer Service Specialist II	12.00	14.16
72	Computer Lab Assistant / AV Specialist I	8.50	10.11
73	Computer Lab Assistant / AV Specialist II	10.00	11.72
74	Asst. Coordinator of Basketball Oper.	13.00	15.29
75	Lab Tutor II	10.00	11.84
76	Lab Tutor III	12.00	14.13
77	Lab Tutor IV	14.00	16.22
78	Women's Basketball Asst/Coach	18.16	21.83
79	Workshop Presenter	21.50	25.07
80	Health Science Learning Center Assistant I	8.50	10.10
81	Test Administrator	9.75	11.55
82	Health Science Learning Center Assistant II	10.00	11.72
83	ESOL Coordinator	15.00	17.61
84	Public Safety/Security Office	9.50	11.87

85	Cosmetology Salon Receptionist	10.00	11.82
86	AutoCAD Lab Manager	17.00	19.90
87	Simulation Tech	14.00	16.44
88	Network Administrator	20.00	23.33
89	Senior Writer, Social Media Strategist	17.00	19.69
90	Acting Criminal Justice Coordinator	29.00	33.59