



JOB DESCRIPTION

JOB TITLE: Continuing Education Coordinator	FLSA: Exempt
Department Continuing Education	Date: 11/28/18
Security Sensitive: Yes	Class: C42
Reports to: Director of Continuing Education	

Job Summary:

Under the direction of the Director of Continuing Education, the CE Coordinator conducts needs analysis for business and industry partners and creates customized training courses and programs designed to develop, enrich, and train the community’s workforce. The CE Coordinator works with others in the department to plan, develop, and secure contract-training agreements with local business and industry partners, including but not limited to the areas of business, leadership, logistics, craft-trades, technology, and industry-specific trainings. The Coordinator helps develop schedules, secures instructors, markets, sells, and promotes the CE training courses and programs.

Essential Functions:

- Facilitates the design and development of course materials and learning resources in a variety of formats to support the unique teaching and learning;
- Collaborates with the Director to prepare and negotiate training contracts with customers to establish a schedule of courses, times, dates and costs;
- Works as a member of Continuing Education team in meeting the needs of corporate and community workforce training;
- Assesses the occupational and educational skills training needs of the corporate clients;
- Assists with the creation of courses and enrolling students as needed;
- Maintains student records in compliance with any agencies or affiliations requirements;
- Recruits and evaluates instructors and contract trainers;
- Develops course offerings consistent with student needs, approved courses, contact hours and CEUs;
- Reviews and prepares semester schedules, webpages, and other appropriate documents;
- Maintains relationships with funding agencies and local Workforce Development Agencies, attending pertinent committee meetings, and conferences as requested;
- Advises students regarding career programs in Continuing Education;
- Ensures compliance with current requirements of accrediting agencies, and other stakeholders and community partners, including attending workshops, conferences, and training;
- Assists with program-specific reporting on grants, along with compliance documentation to community partners, and/or auditors;
- Contributes to a safe educational and working environment by participating in all drills and training, therefore being prepared to take action should a health or safety emergency occur;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;

- Requires teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Includes other duties as assigned

Minimum Education, Skills and Abilities:

- Bachelor’s degree in Education, Business, Communications, Marketing, or a related field plus three years related work experience to include but not limited to business, sales, and/or instruction of students;
- Skill in program development, evaluation, curriculum and proposal writing;
- Demonstrated knowledge in recruitment, business, and/or related field;
- Ability to work independently, as well as part of a team;
- Demonstrated competencies with PCs and associated software and be able to utilize computer technology to access data, maintain records, generate reports and communicate with others;
- Proficiency in MS Excel is required;
- Customer service oriented;
- Effective communication (both oral and written) and interpersonal skills;
- Effective organizational and planning skills.

Preferred Education, Skills and Abilities:

- Master’s degree in a related field
- 5 years of work experience in a higher education environment including some in Continuing Education;
- Sales experience.

Work Environment:

- Work primarily in a climate controlled environment with minimal safety/health hazard potential;
- Occasional lifting (overhead, waist level) from floor, bending, frequent stressful conditions (cardiovascular);
- Local travel using personal transportation.

Special Requirements:

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date