



**Position Title:** Program Director, Continuing Education Online Services  
**Reports To:** School Director  
**Department:** Continuing Education and Professional Dev.      **Job Code:** 0124  
**Prepared By/Date:** Jennifer C. Brito/06-02-2010      **Job Group:** PEC  
**Approved By/Date:** Geoffrey Gathercole/01-17-2012      **Salary Grade:** 16  
**Revised:** Donna French/01-05-2012      **FLSA Status:** Exempt

**Summary:**

This position is responsible for the online training program and for the database-driven online class schedule (CASS) and related systems to promote programs for the School of Continuing Education and Professional Development.

**Essential Duties and Responsibilities:**

- Develops and manages relationships with third-party vendors of qualifying online training modules
- Creates and maintains a superior customer-friendly environment for online programs
- Manages technical aspects of the integration of delivery of online programs with the College's systems
- Serves as the School's Angel administrator and liaison with the Virtual College
- Generates statistical information to secure administrative support for online programs and marketing initiatives
- Works with the School Director, Department Chairpersons, Continuing Education and Professional Development Program Directors and Managers, and Virtual College Directors to ensure delivery of high quality online training both technically and educationally
- Works closely with the College's District programming staff to develop and deliver commercial-quality web advertising and registration services
- Works with graphics designers to establish and maintain a spectacular web presence
- Coordinates with the College's Public Affairs Department and the School's graphics designers in technical aspects of the preparation of traditional marketing materials
- Manages the School's relationship with its e-zine contractor and the electronic communication with students
- Recommends innovative ways to use technology to enhance the operations of the School
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge and ability required to work effectively with artistic, creative, and technical personnel in the areas of computer graphics and web-page development
- Knowledge and ability to work with programmer's and database analyst to create computerized solutions to mission critical challenges
- Knowledge and ability in working successfully with outside vendors and contractors
- Possess excellent communication (both oral and written), organizational, and interpersonal skills required to facilitate collaborative relationships with administrators and technical professionals in a variety of College departments
- Possess strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to pursue multiple parallel projects, and the maturity to be creative while respecting the

- integrity of functioning business systems
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and three (3) years of demonstrated successful experience marketing and managing education and training programs in a non-credit technology-based environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name