



Position Title: Part-Time Program Manager, Continuing Education
Reports To: Department Chairperson
Department: Continuing Education and Professional Dev. **Job Code:** 8105
Prepared By/Date: Jennifer Brito/05-28-2010 **Job Group:** H1-NIE
Approved By/Date: Geoffrey Gathercole/01-17-2012 **Salary Grade:** HI
Revised: Donna French/01-05-2012 **FLSA Status:** Exempt

Summary:

The Part-Time Program Manager assists the Department Chairperson in all aspects of the management of the Continuing Education and Professional Development program.

Essential Duties and Responsibilities:

- Organizes, schedules and designs curriculum for non-credit continuing education courses
- Provides direction to program coordinators, the department secretary, and other support staff in their day-to-day support of the program
- Hires and supervises adjunct instructors for each course that is offered
- Participates in department, campus, college-wide and community meetings
- Assists the Department Chair in maintaining the fiscal integrity of the department budget
- Responds to students' inquiries
- Establishes and maintains an organized information system that can be accessed by all program staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess organizational, supervisory, decision-making, delegating, and budgetary skills
- Possess good interpersonal and writing skills
- Knowledge in Microsoft Office and database computer applications
- Ability to work well 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 stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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 or Bachelor's degree and six (6) years of experience developing, scheduling and implementing credit or non-credit courses

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name