



Position Title: Part-Time Program Coordinator, Continuing Education
Reports To: Program Manager
Department: Continuing Education and Professional Dev. **Job Code:** 8112
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 Coordinator is responsible for assisting the Program Manager in the implementation and coordination of non-credit programs.

Essential Duties and Responsibilities:

- Organizes, schedules and markets the courses to a target population
- Identifies potential adjunct instructors and conducts preliminary interviews
- Handles student problems
- Advises students on program sequencing
- Identifies and develops new courses that may be of interest to students
- Provides technical support to the adjunct instructors
- Stays up-to-date on certification requirements and communicating with outside regulatory agencies where applicable
- Takes responsibility for the integrity of the program
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess superior oral and written communication skills
- Knowledge of Microsoft Office and database computer applications
- Possess excellent public relations, organizational, decision-making and creative skills
- Ability to work a flexible schedule including evenings and weekends as needed
- 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.

- Bachelor's degree from a regionally accredited institution and three (3) years prior experience organizing credit or non-credit courses

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name