# Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Developer - Contract Training &amp; Sales</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Corporate &amp; Continuing Education</td>
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<tr>
<td>Date:</td>
<td>Revised, 2005</td>
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<tr>
<td>Job Code:</td>
<td>3091</td>
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<tr>
<td>Grade:</td>
<td>K</td>
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<td>FLSA:</td>
<td>Exempt</td>
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The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

**General Function:**

Plan and organize the instructional activities of an assigned program area within Corporate and Continuing Education; provide responsible staff support to the administrator; manage the activities of CCE Instructors and staff; interface with external customers to determine training needs and appropriate instructional delivery.

**Characteristic Duties and Responsibilities:**

1. Assists the administrator in developing planning, implementing and administering goals and objectives of the assigned area.
2. Recruits, interviews, recommend trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance.
3. Prepares documentation for the origination of classes; schedule dates, rooms and trainers/instructors; Proofs class schedule for accuracy.
4. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.
5. Works with marketing staff to design marketing materials and literature for distribution to potential students; makes presentations to schools, organizations and agencies.
6. Provides administrative assistance to immediate supervisor; develops prepares and presents recommendations and reports; coordinates activities with other program areas.
7. May teach courses within the assigned area; demonstrates high degree of skill in teaching; models effective teaching techniques for trainers/instructors.
8. Advises students on a variety of learning and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.
9. Identifies qualified persons to serve on advisory committees and recommends to administrator; Meets with advisory committee and follows up on recommendations; submits committee meeting minutes.
10. Reviews need for equipment, supplies and instructional materials and recommends purchase.
11. Ensures program accreditation, certification and licensure; represents the program and college at meetings of professional organizations.
12. Ensures the submission of initial employment forms for employees.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.
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**Job Code:** 3091  
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**Reporting Relationships:**

*Direction Received:* Receives general guidance and direction from the Dean or Associate Dean. Receives direct supervision from the Director.

*Direction Given:* Provides functional direction and guidance to instructors and support staff for program direction and administration.

**Minimum Requirements:**

Requires broad knowledge of basic theories and principles, concepts and methodology of a specific professional discipline related to the appropriate program area. Associate’s Degree and two years of current business experience; Bachelor’s Degree preferred. Strong skills in Microsoft Office Suite required.

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Principles and practices of program management.
- Methods and techniques of program development and evaluation.
- Principles of supervision including employee training and performance evaluation.
- Principles and practices of grant proposal preparation.
- Principles and practices of financial record keeping.
- Methods and techniques of program marketing and publicity.
- Strong oral and written communication skills.
- Strong organizational and interpersonal skills.
- Ability to prioritize multiple tasks.
- Flexibility in a fast paced environment and handling customer issues in a timely manner.

**Working Conditions:**

Typical office environment.

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