



Job Description

Job Title:	Program Coordinator Senior	Grade:	L
Department:	Corporate & Continuing Education	FLSA:	Exempt

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. Ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time and fund limitations or other specification. Manage the activities of CCE Instructors, interface with external customers to determine training needs and appropriate instructional delivery. Assist supervisor with coordination of staff assignments for various projects as needed.

Characteristic Duties and Responsibilities:

1. Interfaces with Accounting on tracking employees payroll, research and resolve discrepancies (instructors only), track invoices (actual expenses) until paid out and cover charges for use tax, monitor p-card submissions, project expenditures and budget revisions.
2. Utilizes various tools to create and monitor tracking system continuously to identify invoices paid, expenditures, classes, administrative allowance earned and action requests.
3. Prepares periodic reports, financial statements or records on program activities, progress, status or other special reports for management as requested.
4. Obtains and reviews quotes (vendors/proposals), obtain sole source letter and determine based on proposal amount if submission through bidding process is required before setting up class.
5. Develops and schedules program work plan in accordance with specifications and funding limitations, coordinates activities of program; determines priorities and keeps supervisor abreast of potential issues.
6. Assist supervisor with evaluating program effectiveness to develop improved methods, devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action.
7. Works with marketing staff to design marketing materials and literature for distribution to potential students; makes presentations to schools, organizations and agencies.
8. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.
9. Recruits, interviews, recommend trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance.
10. Prepares documentation for the origination of classes; schedule dates, rooms and trainers/instructors; proofs class schedule for accuracy.
11. May supervise program developers and program assistants in the absence of Director, Economic Recruitment.
12. May teach courses within the assigned area; demonstrates high degree of skill in teaching; models

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. February 2012



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effective teaching techniques for trainers/instructors.

13. Advises students on a variety of learning and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.
14. 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.
15. Reviews need for equipment, supplies and instructional materials and recommends purchase.
16. Ensures program accreditation, certification and licensure; represents the program and college at meetings of professional organizations.
17. Ensures the submission of initial employment forms for employees.
18. Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives.
19. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Director of Economic Recruitment

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

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and six years of related work experience in a corporate or educational environment. Must be able to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities. Must have understanding of competency-based adult education. Experience working both independently and in a team-oriented, collaborative environment is essential.

Preferred Qualifications:

Master's Degree

Basic accounting principles



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Knowledge, Skills, Abilities and Worker Characteristics:

Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines

Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial

Principles and practices of project 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

Must have understanding of competency-based adult education

Methods and techniques of program marketing and publicity

Knowledge in computer technology and application

Knowledge of issues pertaining to area of assignment

Knowledge of budget and accounting principles

Knowledge of coordinator practices and principles

Skilled in organizing work for self and others

Strong oral and written communication skills

Working Conditions:

Typical office environment