



## Trinity Valley Community College

### Job Description

## Adult and Continuing Education Program Development Coordinator

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### COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

### PRIMARY PURPOSE:

The Coordinator for Adult and Continuing Education (ACE) is responsible for program development and course management for a variety of comprehensive non-credit programs, and courses that include skills training, industry licensure, professional development, customized/contract training, and personal enrichment classes.

### REPORTS TO:

Director of Adult and Continuing Education

### SUPERVISES:

Staff and instructors for ACE

### EDUCATION AND EXPERIENCE QUALIFICATIONS:

#### EDUCATION REQUIRED:

Bachelor's Degree

#### EXPERIENCE REQUIRED:

Five (5) years' experience in WECM, GIPWE, fiscal, and administrative management aspects for funded and non-funded ACE.

#### PREFERRED:

Five (5) years' experience working with instructional staff/teachers. Experience working with grants.

### OTHER LICENSES OR CERTIFICATIONS:

None

### KNOWLEDGE AND SKILLS REQUIRED:

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Attention to detail                |
| • Computer software proficiency – Microsoft Office | • Time management                    |
| • Operating equipment – office or otherwise        | • Organization                       |
| • Written and oral communication                   | • Federal Regulations and Directives |
| • Interpersonal and/or customer service skills     | • Operational Systems and procedures |
| • Public Speaking/Presenting                       | • Budget and accounting principles   |
| • Basic Math                                       | • Compliance Law                     |
| • Leadership/ Management                           | • Administrative practices           |
|  | • Advertising/Marketing practices    |
|  | • Website design                     |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

### RESPONSIBILITIES:

- Create, plan and implement the development, delivery, scheduling, and maintenance of funded and non-funded, comprehensive educational programs, customized and contract training courses, and personal enrichment classes.
- Utilize ERP and MyCardinalConnect to make changes to classes, student's attendance and grades, and troubleshoot technical issues with ERP.

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- Responsible for business development and community outreach by building and maintaining relationships with professionals, community leaders, and other stakeholders throughout the College's service area.
- Recommend for hire and provide oversight of instructional staff through supervision and evaluations.
- Research and recommend Workforce Education Course Manual (WECM) programs and courses that align with Adult and Continuing Education's departmental goals as well as Texas Higher Education Coordinating Board standards for state contact hour funding.
- Collaborate with appropriate staff/entities to complete processes required of the department, division, and/or College, including payroll, business services, and facilities management.
- Prepare agreements, provider-ships, contracts, etc.
- Produce enrollment and revenue statistics, and oversee enrollment and marketing of programs and courses.
- Ensure facilities and course resources are accessible for faculty and students.
- Manage files as required by the College, THECB, SACSCOC and credentialing agencies, including course, program, instructor, and student files.
- Assist director with facilitating advisory group meetings, development of departmental goals, implementation of processes, and strategic planning.
- Maintain lines of communication between director, program partners, advisory committee members and faculty and staff.
- Responsible for state and federal reporting as required.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Standard office equipment         | • Light van               |
| • Personal computer and peripherals | • Seat Belts              |
| • Calculator                        | • Instructional Equipment |
| • Multi-line phone system           | • Fax machine             |
| • Copier                            |                           |

##### PHYSICAL DEMANDS:

- Requires: Reaching, Walking, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- May need: Standing, Pulling, Lifting, Light Work
- Occasionally need to: Medium Work

##### MENTAL DEMANDS:

- Hazardous Materials: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: Less than 25% of the time

##### OTHER DEMANDS:

None



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*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/14/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1759
<b>DBM:</b>	B	<b>Travel Required:</b>	25-50% of the time
<b>IPEDS/SOC CODE:</b>	25-9031	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	175	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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