

COORDINATOR FOR CONTINUING AND WORKFORCE EDUCATION
COURSE MANAGEMENT

GENERAL STATEMENT:

General responsibility for management of Continuing and Workforce Education Department classes and assisting the dean in leading the staff in the development of the published departmental schedules (two per year or as deemed necessary by TVCC administration).

REPORTS TO:

Dean of Continuing and Workforce Education

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree, other appropriate post-secondary training or equivalent experience required.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Experience with education of adults, preferred. Customer service experience required.
Organizational experience of scheduling and managing events and activities required.

OTHER:

Computer skills: Word, Excel, Outlook and Access and basic hardware and software trouble shooting skills.

DUTIES AND RESPONSIBILITIES:

- Must keep all sensitive information secure and private. Shred or appropriately file all documents. Do not give out personal information without appropriate permission.
- Assist the dean with supervision and professional development of part-time teaching faculty.
- Assist the dean by leading the staff in the development of the departmental schedule for printing on a schedule determined by TVCC administration. (iSeries work, collaborating with instructors, collaborating with the college printing and public relations staff, etc.)
- Manage classes/programs/contracted training.
- Assist the dean in departmental interviewing of instructors as needed.
- Facilitate instructional needs of part-time teachers: arrange for books, classrooms, media, student computer access, lab resources, etc. at all departmental training sites.
- Follow up on class delivery.
- Facilitate student evaluations.
- Facilitate class evaluations.
- Report as necessary.
- Manage appropriate files for departmental use and audits (electronic and hard copy).
- Prepare the initial step of instructor teaching agreements/special assignment agreements, instructor payroll for business office.
- Assure that student transcripts remain up-to-date.
- Assure that certificates, awards, etc. are distributed as appropriate.
- Maintain current notary public service for the department and TVCC.
- Coordinate with the Registrar's Office and the Associate Vice President of Workforce Education Office to assure correct course scheduling and processes for departmental credit and non-credit courses.

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- Assist students and staff as needed.
- Assure that training meets the requirement of regulatory groups (assisted by dean and other staff).
- Assist with departmental marketing (fliers, posters, participating in marketing meeting, etc.).
- Assist with other college functions as requested.
- Assist with the management of departmental grants and outside funding as needed to fulfill the requirements of grants.
- Travel as needed.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening or weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 12/17/97

Revised: 01/23/2015

JD218A