

COORDINATOR FOR CONTINUING & WORKFORCE EDUCATION PROGRAM DEVELOPMENT

GENERAL STATEMENT:

General responsibility for Continuing & Workforce Education classes and activities. Supervise Continuing & Workforce Education support staff and part-time instructors.

REPORTS TO:

Dean of Continuing & Workforce Education

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree or other post secondary training or related on the job training.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Document control, computer skills, organizational skills and communication skills.

OTHER:

Good public relations and communications skills.

DUTIES AND RESPONSIBILITIES:

- Coordinate continuing education classes/programs (funded and non-funded).
- Interview and employ instructors, as needed.
- Schedule classes as needed (in collaboration with other appropriate coordinators).
- Manage advisory committees:
- Facilitation.
- Manage the files, records and reports.
- Assist with the development of programs
- Needs assessment.
- Training design and development.
- Training implementation (collaborating with other appropriate coordinators).
- Interview and select instructors.
- Schedule classes (along with the other coordinator).
- Class follow-up (reporting as necessary).
- Assist with marketing of training and activities.
- Coordinate with TVCC staff and administrators on other campuses.
- Manage documents for contracts, MOUs providerships, etc.
- Prepare and maintain reports and records as needed.
- Facilitate and participate in community interaction within the service delivery area as needed.
- Participate in the search for and employment of qualified staff.
- Assist with special college functions as requested.
- Travel as needed.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

**COORDINATOR FOR CONTINUING & WORKFORCE EDUCATION PROGRAM
DEVELOPMENT**

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

Approved: 10/03/03

Revised: 11/10/2015

JD669