

**ENROLLMENT COORDINATOR, PWEC PALESTINE WORKFORCE EDUCATION
CENTER**

GENERAL STATEMENT:

Responsible for hosting, maintaining records, coordinating, and providing support for the training programs for the Palestine Workforce Education Center (PWEC) held at Trinity Valley Community College.

REPORTS TO:

Provost, Palestine Campus

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Proficiency in AS400 or other management program. Minimum of three years of experience with PWEC or Managing workforce training programs.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Represent TVCC on issues associated with PWEC/PWEC training programs.
- Coordinate and process paperwork for the registration of PWEC/PWEC trainees.
- Oversight of enrollment and records of the PWEC training programs.
- Maintain records on TDCJ instructors at the PWEC
- Maintain appropriate records on grades and attendance and report to the TVCC Continuing Education Department.
- Maintain curriculum files and update as changes are received from contract administrator.
- Liaison between PWEC trainers and TVCC for: facilities management, continuing education department, and TVCC-Palestine campus.
- Create and maintain schedule of training sessions at the TVCC PWEC location.
- Coordinate with City of Palestine maintenance representative and TVCC Associate VP of Facilities Management.
- Prepare purchase orders as needed.
- Other duties as assigned by the campus provost or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be subjected to adverse working conditions or physical conditions at PWEC.

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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: 12/9/2015

Revised:

JD677