

## Coordinator,CE Workforce Special Projects

**FLSA Status:** Exempt

**Pay Grade:** 15

**Job Title ID:** 202504

**Job Series/Job Family:** Workforce Education & Business Development Series / C.E. Workforce Development Center Family

### Reports To

Director, Workforce Development Center

### Job Purpose

To assist in the planning and operations of the Workforce Development Center department; including development, scheduling, marketing, implementation, delivery, and evaluation of workforce training and Continuing Education (CE) programs and projects.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Assists Director with general department operations.
2. Coordinates workforce grant project activities under supervision of the grant Directors including project communications, budget management, reporting, and program development and delivery.
3. Coordinates assigned distance learning workforce education courses and programs including developing course schedules, negotiating instructor agreements, arranging duplication services, facilitating instructional technology used, monitoring student enrollment, and posting grades when applicable.
4. Acts as the continuing education Virtual College of Texas (VCT) representative.
5. Coordinates zero tuition agreement programs with local public service agencies.
6. Advises students regarding C.E. Workforce programs at ACC; explains education, training, enrollment availability, requirements, and associated career opportunities.
7. Creates and maintains current brochures, applications, web resources, and other program marketing materials; maintains listservs.
8. Oversees the production of the Continuing Education semester course schedule, including coordination of activities related to collaborating with Public Information & College Marketing department and the Instructional Support Services department.
9. Assesses community needs based on input from students, professional associations, and industry professionals to develop or revise programs; organizes and confirms all new course work with relevant state agencies and boards.
10. May assign, oversee, advise, and evaluate hourly instructors for public training programs.
11. Evaluates the effectiveness of programs and performance of C.E. instructors to ensure customer satisfaction, program quality, and regulatory compliance.
12. Serves on advisory boards; attends professional conferences, department and college committees, state agency meetings, and job fairs as required.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Workforce education services, including public training program delivery and development.

- Logistical activities associated with coordinating traditional and distance learning workforce training and continuing education programs.
- Marketing initiatives and materials used to promote workforce training programs.
- Processes for developing course schedules.
- Program quality and regulatory standards.

### **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### ***Required***

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Advising students regarding workforce training, education, enrollment, and career opportunities.
- Creating and maintaining program marketing materials.
- Assigning, supervising, and advising hourly instructors.
- Maintaining confidentiality of work related information and materials.
- Evaluating instructor performance and program quality.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting up to 40 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

### **Work Experience**

#### ***Required***

- Two years related work experience including administering educational training programs.

#### ***Preferred***

- Four years work experience administering traditional and distance educational training programs. Two years work experience in grant project management.

### **Education**

#### ***Required***

- Bachelor's degree in related field.

### **Licenses/Certifications**

#### ***Required***

- Valid Texas driver's license.

### **Other**

#### ***Preferred***

- Depending on area of specialization, relevant industry certification may be requested.

**Safety**  
***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.