

## Specialist, Continuing Education

**FLSA Status:** Exempt

**Pay Grade:** 13

**Job Title ID:** 202505

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

### Reports To

Executive Dean, Continuing Education

### Job Purpose

To provide special projects assistance to the Executive Dean of Continuing Education.

### Description of Duties and Tasks

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

#### **Required**

1. Assists the Executive Dean with internal and external special projects including promotional processes, website enhancements, student feedback, and quality improvement. Coordinates special projects: preforms research, planning, facilitation, and communication.
2. Serves as communication liaison with college advisors, counselors, and other college groups to support internal communication flow and promotional efforts. Provides support for Executive Dean's internal and external communication processes.
3. Provides research assistance with program development including finding partners, contacting companies or other entities, finding opportunities, and making recommendations.
4. Develops, tracks, and analyzes community needs assessments for new program development.
5. Provides recommendations to improve efficiencies and reduce costs for the enhancement of our product and service to our students.
6. May coordinate and develop promotional materials.
7. Gathers and compiles data to produce routing and specialized reports and documents; maintains files, records, and logs for tracking purposes.
8. Provides written reports on progress status, problems, and issues related to assigned projects.

### 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**

- Program evaluation and assessment.
- Customer service techniques.
- Local workforce community.
- Project coordination and development techniques and processes.

### 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 with frequent weekend work during peak season.
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- Maintaining confidentiality of work related information and materials.
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- Compiling and organizing complex materials, summarizing in report form.
- Effectively using interpersonal and communications skills.
- Effectively using organizational skills, including the use of attention to detail and follow-through, with exacting accuracy.
- Maintaining confidentiality of work related information and materials.
- Effective presentation of ideas and materials.
- Establishing and maintaining effective working relationships

***Preferred***

- Bilingual in English and Spanish.

**Computer Skills**

***Required***

- Demonstrated proficiency at an intermediate level using standard office software applications, including Microsoft Office/Excel..

**Physical Requirements**

***Required***

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments.

**Work Experience**

***Required***

- Two years work experience in higher education, workforce programs, or related field.

**Education**

***Required***

- Bachelor's degree.

***Preferred***

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- Bachelor's degree in communications, business, education, or related field.

**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.