

## Coordinator, CE Workforce - Healthcare

**FLSA Status:** Exempt

**Pay Grade:** 16

**Job Title ID:** 202507

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

### Reports To

Director, Workforce Development Center

### Job Purpose

To coordinate the development, scheduling, marketing, and implementation of quality Continuing Education (CE) healthcare focused workforce education programs for the Health Professions Institute at Austin Community College.

### Description of Duties and Tasks

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

#### **Required**

1. Coordinates assigned area workforce education courses, programs, and activities including developing course schedules, organizing practicum/internship sites and acquiring new sites. Updates current courses and programs based on industry need.
2. Assesses community needs based on input from students, instructors, professional associations, businesses, and industry professionals to develop or revise programs; organizes and confirms all new course work with relevant state agencies and credentialing organizations for certifications and required professional CEUs for license/certification and renewal.
3. Conducts administrative tasks in relation to class implementation including ordering books, duplication, payroll, billing, collections, maintaining inventories. Coordinates logistics, facilities, equipment and resources for professional delivery and completion of courses and programs.
4. Recruits, interviews, hires, assigns, oversees, and mentors CE instructors. Negotiates CE instructor agreements and evaluates hourly CE instructors in the development and delivery of training programs. Ensures that all CE instructors have required skills and up-to-date required certifications/licenses.
5. Responsible for fiscal judiciousness in program area.
6. Advises CE students or prospective CE students regarding CE workforce programs; provides information regarding education and training required in CE programs; provides resources on where to obtain career opportunities. Addresses CE student issues, complaints, suggestions for improvements.
7. Promotes and markets courses and programs. Creates and maintains current brochures, applications, web resources, and other program marketing materials; maintains listservs. Promotes programs through numerous network channels such as attending job and career fairs, high school, professional association meetings, job clubs; interfaces with community organizations and internally within ACC to represent the assigned Workforce area and programs.
8. Monitors the progress of programs and courses. Evaluates the effectiveness of programs and performance of CE instructors to ensure customer satisfaction, program quality, and regulatory compliance. Establishes and sustains customer service and relationships
9. Serves on business and community advisory boards and ACC committees; attends professional conferences, state and local agency meetings, and professional organizations.
10. Collaborates with ACC academic departments to ensure delivery of integrated courses when appropriate and opportunities for stackable credentials.
11. Coordinates with agencies to provide workforce training for their clients and assists with contract negotiations.

12. Teach continuing education course work 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 programs.
- Healthcare professions, programs, courses, and curriculum.
- Marketing materials and web resources used to promote Healthcare programs.
- Accreditation requirements
- 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 evenings and weekends as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating all aspects of healthcare education courses and programs.
- Advising students regarding workforce training, education, enrollment, and healthcare career opportunities.
- Developing and/or revising programs, courses, and curriculum.
- Assigning, supervising, and advising hourly instructors.
- Evaluating instructor performance and program quality.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### **Required**

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### **Required**

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

### **Work Experience**

#### **Required**

- Two years related health sciences work experience.

#### **Preferred**

- Four years health science education work experience, including administration of educational training programs and class scheduling, and/or two years health science teaching experience.

### **Education**

#### **Required**

- Bachelor's degree in a health professions field.

#### **Preferred**

- Master's degree in related field.

## **Licenses/Certifications**

### ***Required***

- Valid Texas Drivers License.
- Reliable transportation for local area travel.

### ***Preferred***

- License/certification to practice in a specialized healthcare field.

## **Other**

### ***Preferred***

- Bilingual

## **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.