

Coordinator, CE Workforce Institute

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 202508

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 development and implementation of Continuing Education (CE) workforce education institute courses, programs, and activities.

Description of Duties and Tasks

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

Required

1. Serves as communication liaison with area employers, industry specific professional organizations and advisory boards, potential students, and other groups to support communication flow and promotional efforts. Assesses community needs and develops and/or revises programs, courses, curriculum, and conferences based on input and workforce needs.
2. Develops, tracks, and analyzes and implements community needs assessments for new courses and programs. Confirms all new course work with relevant state agencies, credentialing, and accreditation organizations for certifications and approval 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. Ensures equipment and labs are up to date, working properly, and adequately meets the industry requirements for training. Researches and acquires new practicum and internship sites.
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. Manages instructor payroll.
5. Oversees workflow and work priorities of administrative support staff who assist with coordination in assigned program area.
6. Improves efficiencies and reduces costs for the enhancement of CE student services. Responsible for fiscal judiciousness in program area.
7. Advises CE students or prospective CE students regarding CE workforce programs; provides information regarding education and training required in CE programs; provides information and resources on career opportunities. Addresses CE student issues, complaints, suggestions for improvements.
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. Promotes and provides information on courses and programs. Assists with creating and maintaining current brochures, applications, web resources, and other program marketing materials; maintains listserves. 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.
10. Coordinates with agencies to provide workforce training for their clients and assists with contract negotiations. Serves on business and community advisory boards and ACC committees; attends professional conferences, state and local agency meetings, and professional organizations.
 11. Collaborates with ACC academic departments to ensure delivery of integrated courses, when appropriate, and opportunities for stackable credentials. Collaborates with other departments within CE and ACC to support CE and ACC efforts.
 12. Assists with providing expertise for grant applications, and other special projects.
 13. May teach continuing education course work, as required.
 14. Coordinates assigned area workforce institute education courses, programs, and activities including developing course schedules, organizing practicum/internship sites at businesses. Updates current courses and programs based on industry need.

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.
- Professions, practices, programs, courses, and curriculum related to area of assignment.
- Promotional techniques, materials, and resources.
- Program quality and regulatory standards.

Preferred

- Accreditation requirements.

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

- Coordinating all aspects of workforce education courses and programs.
- Advising students regarding workforce training, education, enrollment, and potential related career opportunities.
- Developing and/or revising educational programs, courses, and curriculum.
- Assigning, overseeing, and advising hourly instructors.
- Evaluating instructor performance and program quality.
- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills, including using tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow-through.
- 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

- May be subject to standing, walking, sitting, bending, reaching, kneeling, climbing, pushing, and pulling.
- Occasional to routine lifting of objects up to 10 pounds.

- Work is routinely performed in an office or indoor setting.

Work Experience

Required

- Two years related work experience.

Preferred

- More than two years work experience coordinating CE workforce programs.

Education

Required

- Bachelor's degree.

Licenses/Certifications

Required

- Depending on area of assignment, licensure and/or certifications may be required.

Other

Required

- Reliable transportation for local area travel.

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.