Coordinator, Workforce Continuing Education

FLSA Status: Exempt
Pay Grade: 15
Job Title ID: 20253
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, implementation, delivery, and evaluation of workforce training and Continuing Education (C.E.) programs.

Description of Duties and Tasks

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

Required

1. Coordinates assigned workforce education courses and programs including developing course schedules, arranging facilities, negotiating instructor agreements, arranging duplication services, and proper classroom/electronic setup, collecting completed class attendance rosters, coordinating payroll information for operations staff, and maintaining inventories.
2. Advises students regarding C.E. Workforce programs at ACC; explains education, training, enrollment availability, requirements, and associated career opportunities.
3. Creates and maintains current brochures, applications, web resources, and other program marketing materials; maintains listservs.
4. Plans, develops, prepares, and proofreads Continuing Education semester course schedule.
5. 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.
6. Assigns, supervises, advises, and evaluates hourly instructors in the development and delivery of public training programs.
7. Evaluates the effectiveness of programs and performance of C.E. instructors to ensure customer satisfaction, program quality, and regulatory compliance.
8. Serves on advisory boards; attends professional conferences, state agency meetings, and job fairs as required.
9. May 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 services.
- Logistical activities associated with coordinating workforce training and continuing education programs.
- Public training program delivery and development.
- 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.
- Coordinating all aspects of workforce education courses and programs.
- 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.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Depending on area of specialization, a range of physical requirements may be involved in relation to demonstrating therapeutic techniques in the classroom.
- Occasional lifting of objects up to 40 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 work experience administering educational training programs, including class scheduling.

Preferred

- Four years work experience administering educational training programs in technology fields, including class scheduling, and/or two years teaching in related workforce programs

Education

Required

- Bachelor's degree in related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Bilingual. 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.