

## Specialist, CE Community Programs

**FLSA Status:** Non-Exempt

**Pay Grade:** 11

**Job Title ID:** 204002

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

### Reports To

Director, Community Programs

### Job Purpose

To assist in the coordination and implementation of Continuing Education Community Programs departmental courses and programs.

### Description of Duties and Tasks

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

#### **Required**

1. Communicates with instructors to monitor current and future classes.
2. Evaluates courses and instructors for upcoming sessions.
3. Serves as communication liaison with potential Community Program students and instructors. Provides information regarding courses and program offerings.
4. Schedules Community Programs courses for each semester, based on instructor contact and space availability.
5. Tracks event budgets and expenditures.
6. Provides administrative support services for Community Programs, including handling correspondence, phone inquiries, processing and prioritizing office communications, scheduling meetings, ordering supplies, maintaining files, processing mail, and duplication.
7. Develops advertising materials for department.
8. Conducts research, compiles reports or documents.

### 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**

- Standard office procedures.
- Coordinating details required for course scheduling.
- Event planning and coordinating processes.

#### **Preferred**

- Knowledge of Datatel.

### 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 yet flexible work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organization and planning skills, with attention to detail and follow through.

- Creating electronic presentations, information packages, and activity schedules
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective internal and external working relationships.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency at an advanced level, using standard office software, including word processing, spreadsheet, database, publications and/or presentation software.

### **Physical Requirements**

#### ***Required***

- May lift, move, and carry up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in decorating rooms, posting signs and event setup.
- Work is routinely performed in a standard office environment.

### **Work Experience**

#### ***Required***

- One year of administrative support work experience.

### **Education**

#### ***Required***

- High School diploma or educational equivalent.

### **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.