

## Coordinator, Faculty Development

**FLSA Status:** Exempt

**Pay Grade:** 18

**Job Title ID:** 232005

**Job Series/Job Family:** Academic Program Support Series / Faculty Development & Evaluation Family

### **Reports To**

Manager, Faculty Development

### **Job Purpose**

To coordinate professional development opportunities for faculty.

### **Description of Duties and Tasks**

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

#### ***Required***

1. Assists with the design and maintenance of course offering database. Enters workshop attendance and evaluation ratings and reviews workshop feedback.
2. Researches and analyzes models of teaching and learning theories and best practices, and implements techniques to develop and deliver faculty workshops.
3. Creates, designs, and implements new training programs; serves as facilitator and instructor for workshops and seminars.
4. Creates and distributes marketing materials and class handouts.
5. Coordinates, develops, designs, facilitates, and teaches workshops and curriculum for faculty development.
6. Communicates offerings via web postings.
7. Coordinates communication with supervisors regarding specialized faculty training.
8. Conducts faculty development needs assessments; prepares reports of completed faculty development offerings and evaluation results.
9. Assists with special faculty development projects and events.

### **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***

- Higher education organizations and processes.
- Instructional techniques, theory, and workshop design.
- Adult learning principles.

#### ***Preferred***

- Web design and database management.

### **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***

- Designing and developing workshops and training for in-person and online presentation.
- Maintaining an established work schedule, including occasional evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills, with attention to detail and follow-through.

- Presentation skills, including teaching and conducting workshops.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office and presentation software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting and moving of objects weighing up to 30 pounds.
- Subject to standing, walking, sitting, bending reaching, kneeling pushing, pulling, and manual dexterity.
- Work is routinely performed in an office environment.

### **Work Experience**

#### ***Required***

- Two years work experience related to training and teaching.

#### ***Preferred***

- Three or more years teaching or work experience in faculty development in a community college or higher education setting.

### **Education**

#### ***Required***

- Bachelor's degree.

#### ***Preferred***

- Master's degree in related field.

### **Other**

#### ***Required***

- Reliable transportation for local district travel.