

## POSITION DESCRIPTION – Continuing Education Coordinator

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Supervisor: Dean  
Employment Status: Part-time  
10.03.18

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### PRIMARY OBJECTIVES

The Continuing Education Coordinator provides the leadership and educational management of Continuing Education Department. The coordinator is responsible for planning, implementing, and assessing Continuing Education as well as fostering community relationships.

### RESPONSIBILITIES AND DUTIES

1. Develops and manages programmatic infrastructure to include but not limited to print and web marketing, maintenance and integrity of CE student record system, balancing accounts and hiring and supervision of faculty.
2. Researches, develops, and implements new CE activities consistent with the mission of the College and expressed needs and market demands.
3. In partnership with DCAD Admissions and Communication departments, develops and coordinates events and programs designed to attract and engage students for CE.
4. Advises potential students on course selection, relevance, and benefit.
5. Delivers on-campus and off-campus presentations about CE.
6. Collects and analyzes data and prepares reports on program accomplishments and finances.

### Minimum Qualifications

1. Bachelor's degree in a relevant field.
2. Three (3) years of relevant experience including management and supervision.
3. Proficient computer skills i.e., Windows, Word, Excel, PowerPoint, Adobe.

### Preferred Qualifications

1. Experience in higher education or relevant field.
2. Demonstrated success in building community programs and/or implementing academic programs.
3. Demonstrated entrepreneurial skills.
4. Ability to use statistical data to be used for program development, marketing, and assessment.
5. Effective interpersonal skills with the ability to work effectively with a wide range of constituencies in a diverse community.
6. Strong oral and written communication skills.
7. Ability to multi-task and work independently as a team player.

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