



Continuing Education Coordinator

Full Time 35 hours/week

Standard Appointment

Anticipated Start Date: July 2019

Position Purpose

QVCC offers two-year liberal arts degree programs and a broad range of career, occupational and technical certificate and non-credit programs in order to meet the varied learning needs of the populations served. Among those programs are continuing education courses in subject areas which assist learners in improving and increasing their skills in occupational and professional fields as well as programs for personal interest or enrichment. Some of these programs include training and education services for state agencies. Several of the programs are conducted during evenings or weekends for the convenience of learners.

The position performs administrative services for continuing education programs and courses at a Community College. The work encompasses such services as assessing public interests in continuing education, course development, publicity, program administration and program evaluation.

Supervisory and Other Relationships

The position typically reports to a Dean or other administrator. The position may oversee adjunct faculty, administrative support staff and student workers.

The position has extensive relationships with state agencies, businesses and community groups as well as faculty, administration, students and staff of the College. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Major Accountabilities

The Continuing Education Coordinator is accountable for administration of the College's continuing education programs and courses through effective performance in these essential functional areas:

Program planning and development; Administrative services; Publicity and marketing; Program evaluation.

Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Program planning and development: The Continuing Education Coordinator is accountable for determining public interests in continuing education and for assisting in the design and development of programs and courses. This accountability includes such essential tasks as:

1. Monitoring trends in demand for existing course offerings and soliciting information from public sources on additional continuing education interests and needs;
2. Developing recommendations on courses and programs to meet public interest;
3. Participating with faculty and administration in planning and developing appropriate courses.

B. Administrative Services: The Continuing Education Coordinator is accountable for the services needed to support the operation of the College's continuing education programs. This accountability includes such essential tasks as:

1. Recruiting, interviewing and recommending adjunct faculty and staff;
2. Providing direction and training to faculty and staff;
3. Arranging for contracts and supporting documents for adjunct faculty;
4. Arranging for and scheduling facilities, meeting rooms and instructional equipment;
5. Performing and overseeing administrative support services such as office operation including preparation of correspondence and reception, ordering of textbooks and supplies, and arranging for certificates and awards; reception tasks may include providing advisory information to students on course content and fees;
6. Oversee the day-to-day operational and administrative aspects of adjunct faculty performance including such tasks as scheduling faculty and classes and generally monitoring faculty effectiveness;
7. Administering program budgets and arranging for such transactions as payment of facilities rental fees;

8. Recommending software and equipment purchases.

C. Publicity and Marketing: The Continuing Education Coordinator is accountable for developing and distributing informational and promotional materials to publicize and market the College's continuing education programs. This accountability includes such essential tasks as:

1. Participating in identification of target audiences for the College's continuing education offerings;
2. Developing brochures, fliers, advertising and printed materials;
3. Supervising and performing production and distribution of publicity materials;
4. Participating in community activities and events to promote awareness of the College's continuing education programs.

D. Program evaluation: The Continuing Education Coordinator is accountable for evaluating the effectiveness and appropriateness of the College's continuing education offerings and for recommending needed improvements. This accountability includes such essential tasks as:

1. Developing course evaluation tools and methods;
2. Using evaluation tools, surveys and questionnaires to assess program effectiveness and appropriateness;
3. Providing advice and recommendations to faculty, administration and staff on evaluation results.

Professional Participation and Development

In addition to the accountabilities listed above, the Continuing Education Coordinator is required to carry out the essential duties of:

Attendance and participation at convocation and commencement ceremonies; Service on assigned committees and task forces; Attendance and participation at committee, staff, informational and professional meetings. These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position's required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas:

Training program design in an adult/youth learning environment; Academic and office administration; Marketing, publicity writing or a related field; Information technology literacy skills; Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include: A Masters degree in an appropriately related field; Two to five years of experience applying those disciplines in a field related to education administration, business or training and development; Or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

Work Environment

Incumbents typically perform their work in offices and conference rooms. Incumbents may be required to make public presentations and to travel to off-campus locations of various groups. Reasonable accommodation will be made for incumbents with physical limitations.

Salary: \$65,301 per year (CCP 18) plus a full State of Connecticut benefits package

APPLICATION DEADLINE: May 3, 2019

APPLICATION PROCEDURE: E-mail a completed Community College Application (found at <http://www.ct.edu/files/pdfs/Employment-Application.pdf>), a current résumé, cover letter, and unofficial transcript(s) to: Stephanie Wilcox, Human Resources Assistant – swilcox@qvcc.edu.

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