

**OFFICE OF CONTINUING EDUCATION
PROGRAM COORDINATOR**

Position Summary: The Program Coordinator will plan coordinate and implement credit and non-credit programming for the Office of Continuing Education as assigned by the Director of Continuing Education.

Essential Functions: Coordination of all aspects of program planning, i.e. identifying content and topics of interest, identifying acceptable instructors, scheduling and logistics of offerings; managing program implementation, i.e. developing registration materials, promotional aspects, registering participants, identifying instructor needs and class materials; and constantly assessing the effectiveness and quality of each program offering. Program coordination may include, but not be limited to, Community Benefit Conferences, Senior Adult Programming, Summer Youth and Sports Camps, Test Review Courses, Elderhostel, Continuing Education Units, and Enrichment Courses.

Other Responsibilities: Work as a team member of the Office of Continuing Education to assure that the mission and goals of the Office of Continuing Education are carried forward to include supplementary support of program offerings, which are the direct responsibility of other members of the Office.

Education, Experience and Skills Required:

- B.S. Degree in Business, Marketing, or Adult/Continuing Education. A Masters Degree in Business Administration or related field is preferred.
- The successful candidate must have superior written and verbal communication skills.
- Personal computer and desktop publishing knowledge, as well as proposal drafting and the ability to develop and market new programs is essential.
- The ability to layout and develop advertising materials is also preferred.
- Program planning experience with varied types of groups and varied age groups is preferred.

REPORTS TO: Director of Continuing Education

FLSA STATUS: Non-Exempt