



TITLE: Coordinator, Community and Contract Education

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under direction, facilitates and coordinates the daily operations of the Office of Community and Contract Education; serves as the lead worker to other classified staff in the area; and performs related Community Education, Contract Education, and other fee-supported program work.

SCOPE:

The Coordinator serves as the liaison between the District, instructors, faculty, government agencies, and businesses to implement enrichment classes, partnerships, contract trainings, service agreements, and events.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates office operations and assigned activities including student registrations, refunds, room scheduling, catalog development, website updates, daily deposits, invoices, student tracking, and other functions; implements procedures.
2. Coordinates courses and trainings in cooperation with instructional divisions and training consultants; oversees the scheduling of all on-site and off-site facilities.
3. Identifies opportunities with employers, local government agencies, independent contractors, and other community service providers to offer workshops, seminars, trainings, and other activities; drafts and submits contractual documents, fee-supported instructor agreements, and other relevant business agreements; communicates with local businesses to provide contract education training opportunities.
4. Meets with employers and trainers to evaluate services and measure impact and effectiveness.
5. Identifies appropriate instructors, literature, training materials and supplies.
6. Develops and monitors budgets; processes accounts receivable and instructor payments.
7. Develops and maintains appropriate databases, files, and records.
8. Develops outreach materials.
9. Provides information and assistance to the Director regarding assigned functions; assists in program planning.
10. Serves as a lead worker to other Classified staff in the department.
11. May hire, train and supervise student employees and short-term, non-continuing employees.

ABILITY TO:

Coordinate the operation of instructional programs; identify problems and recommend solutions; compose correspondence and reports; communicate effectively in English; follow and give oral and written directions; provide effective customer service; plan and give presentations to small and large audiences; develop and maintain processes and procedures; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; maintain attention to detail; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Community service programs and contract education training; related Federal and State regulations with regard to Contract Education, Non-Credit, Credit, and Not-for Credit; incumbent worker training principles and theory; Employment Training Panel (ETP) partnerships; non-traditional student pathways; public speaking and presentation techniques; office methods and practices including proofreading, report writing and fiscal management, proper English usage; meeting facilitation; event coordination; marketing techniques; standard office productivity software, including webpage maintenance.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's Degree in a related area; Bachelor's degree preferred.

EXPERIENCE:

Increasingly responsible (2-4 years of full-time equivalent) experience in a related field.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and acceptable driving record.