Position Title: Lifelong Learning Programming Coordinator

Department: Center for Lifelong Learning  Employment Category: Administrative Support

Primary Location: Downtown Center  FLSA Classification: Exempt

Parameters: Full-time; 12 months/year  Pay Grade: AS08

Position Summary: The Lifelong Learning Programming Coordinator is responsible for coordinating the development and delivery of training to meet identified needs of business, industry and the college community and for serving as a liaison to local businesses, industry and community groups, assisting with the coordination of special community outreach initiatives.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Coordinates all aspects of the development and delivery of Lifelong Learning Programming; identifies opportunities to fulfill the needs of business, industry, the community and target demographics; develops customized programs to provide educational opportunities and workforce training in a competency based, non-traditional format; assists with the recruitment, hiring and evaluation of program instructors; locates and schedules facilities; assists with the development and distribution of promotional materials; promotes programming to target audiences

Serves as liaison to community organizations and business contacts; coordinates and assists with international border initiatives, including cooperative programs as outlined in inter-institutional agreements

Coordinates and assists with study abroad programs; oversees incoming and outgoing students; assists in the development of intercultural and other activities designed to strengthen diversity and intercultural interaction

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:
Bachelor’s degree in education, training or a related field from a regionally accredited institution of higher learning recognized by the U.S. Department of Education
Three years’ related experience
Preference may be given to individuals who are bilingual in English and Spanish

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.
Knowledge, Skills and Abilities:
Knowledge of college operational practices, policies and procedures, and the ability to follow them
Knowledge of the proper operation of and the ability to use personal computers and job related software,
   including Microsoft Office Suite and other job specific software
Knowledge of continuing education principles and practices
Knowledge of area businesses and industries
Knowledge of education and training resources; principles of curriculum development, educational and
   training resources
Knowledge of marketing principles and practices, management practices and principles and techniques
   and problem resolution
Knowledge of workforce development issues, needs and resources
Knowledge of study abroad issues, needs and resources
Knowledge of adult learning theory
Knowledge of education and training resources
Skill in preparing complex research projects and reports
Skill in assessing training needs
Skill in listening to issues, synthesizing information, and reaching sound conclusions
Skill in community outreach and establishing and maintaining effective working relationships with college
   staff, faculty, students, the public and partners
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion
   with an attention to detail; work independently in meeting various time deadlines
Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in
   person and over the phone
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to establish strong relationships and work as part of a team
Ability to establish strong connections within the community

Work Environment: Work is primarily performed under general supervision typically performed in an
office setting with appropriate climate controls. Travel, working evening and weekends may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to
communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force
frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;
   involves sitting majority of time; walking and standing are required only occasionally and all other
sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking,
   adaptability and creative problem solving skills are important

Reports to: Director of Center for Lifelong Learning

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to
this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel
so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to
any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any
time as needed without notice. This job description supersedes earlier versions.