

JOB DESCRIPTION



Position Title: Center for Lifelong Learning Coordinator

Department: Center for Lifelong Learning

Employment Category: Administrative Support

Remote Work Eligible: No

Primary Location: Downtown Center

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS09

JOB SUMMARY: The Center for Lifelong Learning (CLL) Coordinator is responsible for coordinating classroom scheduling, registration, instructional and technological materials needed, assisting with instructor recruitment, providing oversight and maintenance of the client database, for maintaining the department's social media presence and for development of marketing materials promoting program offerings.

ESSENTIAL FUNCTIONS: 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 instructional materials and logistics for readiness prior to each class or lecture; coordinates classroom scheduling, sources instructional materials and supplies, assists instructors with classroom and technology setup as needed

Coordinates and maintains tracking of information in the department's database; performs data entry and verification of information to ensure integrity; compiles reports on progress of programming; participates in data collection/research and analysis

Oversees and troubleshoots department's database data accuracy, edits and builds reports, finds solutions to technical issues

Coordinates the department social media accounts and marketing materials, ensures publications follow college design standards and web related procedures and policies; distributes promotional materials to targeted audiences; maintains CLL's webpage, assists with broadcasted programming.

Assists with student enrollment, registration and collections of payments/fees

Assists with development of programs, workshops, conferences, activities, courses, training activities, special projects; event planning; instructor recruitment; and represents the college in various internal/external events as assigned

Provides support to the department in the absence of the department assistant as necessary with entering courses in database, preparing contracts, invoices, and payments for instructors

Provides backup support for center operations in the absence of the Director, consults with various departments as necessary to respond to unusual situations, establishes and maintains effective communication with college departments district wide.

Performs other related duties as assigned

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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.

MINIMUM REQUIRED QUALIFICATIONS:

Associate's degree from an accredited institution of higher learning recognized by the US Department of Education; Bachelor's degree preferred

Three years related professional, full-time experience

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 and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of the proper operation of and the ability to use personal computers and standard office equipment

Knowledge of college marketing and design standards and web related procedures and policies

Skill in basic math and basic bookkeeping practices and procedures

Skill in designing and maintaining filing/records systems

Skill in the utilization of graphic design programs

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with a variety of data

Ability to work under pressure with frequent interruptions

Ability to maintain high level of personal integrity

WORK ENVIRONMENT: Work is primarily performed under limited supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Some travel, evening and weekend work may be required.

PHYSICAL REQUIREMENTS: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing, or involves sitting most of the time with some pushing and pulling of arm or leg controls.

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

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REPORTABILITY: 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.