

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COMMUNITY/CONTRACT EDUCATION COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Superintendent/Executive Vice President, Instruction, supervise and coordinate assigned programs, events and activities; perform a variety of specialized duties to coordinate and support the day-to-day activities of Community Services/Education and Professional Development and Contract Education; act as liaison and maintain collaborative relationships with the local community and government agencies.

REPRESENTATIVE DUTIES:

Coordinate and support the day-to-day activities of Community Services/Education and Professional Development and Contract Services; perform a variety of activities to support the implementation of workshops, classes and training related to assigned area. *E*

Develop, schedules, and supervise Community Education offerings, Professional Development and Contract Education Services. *E*

Provide leadership for District educational contacts and identify training needs of the community business and industry, and local government agencies. Department representative for legal or union issues concerning the program. Maintain collaborative relationships with local businesses, public agencies, and community-based organizations as well as with city, county and state governments to remain connected with the needs of the community. *E*

Assist in the design and implementation of a master plan for Community Education/Contract Education consistent with the District's philosophy, mission and goals. *E*

Develop business and marketing plans for Community/Contract Education. Assess community and business needs to implement classes and training in response to assessed needs; market, schedule and integrate programs across College disciplines. *E*

Prepare and manages Community/Contract Education budget. Review and manage the processing of workshop proposals in accordance with established fiscal procedures. *E*

Develop class fee structure and business contracts and recommends to the Board. Prepare billing invoices for submission to vendors. Prepare refunds and collection letters. *E*

Recommend and hire/cease personnel for employment with Community Education and evaluate instructors. *E*

Community/Contract Education Coordinator- Continued

Manage, promote and develop workshops, on-line courses, seminars and special events; oversees registration procedures for programs and collect fees for enrollment; plan and schedule facility and equipment usage; enter courses into appropriate system. *E*

Manage and support workforce within Community/Contract Education Services Program including faculty, staff, contracted instructors and students; administer meetings with potential business clients, deans, department chairs and instructors; prepare contract agreements and new hire instructor paperwork; process time sheets and paperwork; post and notify workforce any program changes/updates. *E*

Make recommendations on policy and procedures pertinent to workforce preparation. *E*

Respond to questions from students or the public regarding assigned programs and services. *E*

Oversee all complaints directed within the scope of the Community Education Services Department; relate unresolved issues to the Vice President of Instruction; terminate instructor contracts if unresolved problems occur. *E*

Perform a variety of other duties to support program operations including ordering supplies, mailing various correspondences, running budget reports, and processing requisitions.

Operate a computer terminal and standard office equipment to enter data and generate reports; utilize word processing, spreadsheet, database and other software required by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of assigned department or program.
Education and professional development and contract programs and services.
Accounting, marketing and negotiating.
Budget Management.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Public relations techniques.

ABILITY TO:

Lead, develop, supervise and evaluate personnel
Coordinate and support the activities of assigned programs.

Community/Contract Education Coordinator- Continued

Work independently with little direction.

Meet schedules and time lines.

Operate a computer terminal and utilize word processing, spreadsheet, database and other software required by the position.

Perform duties with good attention to detail/accuracy.

Handle multiple tasks simultaneously.

Establish and maintain effective working relationships with college faculty, staff and students.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college courses in related area and four years of increasingly responsible contract/community service experience.

Minimum of two years of formal training, internship, or leadership experience reasonably related to this administrative assignment.

Knowledge and understanding of the philosophy and objectives of community colleges.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; drive or walk to deliver or pick up items on campus; use hands and fingers to operate a computer keyboard or other office equipment; speak and hear to exchange information.