COMMUNITY EDUCATION SPECIALIST

DEFINITION

Under direction, coordinates and performs responsible work in the support of a comprehensive, fee-based, community education program; performs related work as required/assigned.

CLASS CHARACTERISTICS

Under direction of the Director, Community and Contract Education, this single position class has primary responsibility for coordinating and overseeing the community-based, fee-supported, programs and services that supplement the college’s instructional program. Successful performance of the work requires program coordination, and written and oral communication skills to ensure effective community participation.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides administrative and program support services for the Community Education program
- Provides information and assistance to students, potential students, clients and the public regarding program requirements and services which requires the use of judgment and the interpretation of policies, rules and procedures
- Reviews program and attendance related data and recommends course continuation and/or modification
- Reviews requests for courses and recommends the addition of specific courses to the community education schedule
- Prepares promotional materials including flyers, correspondence and brochures; prepares promotional materials for mailing
- Prepares and edits the Community Education calendar and oversees the calendar production
- Maintains records and processes requests for payment
- Serves as liaison between the College and course presenters
- Coordinates class schedule information and ensures adequate on-campus facilities for program presenters
- Prepares and/or reviews for accuracy personnel and other related payroll documents
- Monitors and orders program related materials and supplies and completes requisitions
- Accounts for fees received; monitors budget allocations and expenditures; maintains financial and statistical records and prepares reports
- Enters and retrieves data and prepares periodic and special reports, correspondence and other written materials using an on-line or personal computer system
- Performs a variety of standard office administrative support work, such as typing, filing, providing information in person and over the telephone and operating standard office equipment
- May direct the day-to-day work and provide work instruction on a project or on a day-to-day basis
- Performs other duties as required and/or assigned
QUALIFICATIONS

Knowledge of:

• Basic principles of program organization and administration
• Basic budgetary and financial record keeping principles and practices
• Standard office practices and procedures, including filing and the operation of standard office equipment
• Personal computers including internet and database management
• Techniques for dealing with people of diverse academic, ethnic, socioeconomic and cultural backgrounds

Skill in:

• Interpreting, applying and explaining rules, regulations and procedures
• Organizing work, setting priorities and meeting critical deadlines
• Preparing clear and concise reports, correspondence, course information and other written materials
• Exercising sound judgment within procedural guidelines
• Performing detailed office administrative support work
• Establishing and maintaining accurate records, files and databases
• Typing or operating a keyboard with sufficient skill to enter data into a word processor or computer and producing correspondence or reports in a timely manner
• Establishing and maintaining effective working relationships with those contacted in the course of the work

Desirable:

• Familiarity with community education or similar fee-based programs
• Basic financial record keeping experience

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and four years of responsible office administrative and/or secretarial experience which includes a variety of computer applications. Applicable college-level course work may be substituted for the experience on a year for year basis to a maximum of two years.

Established: July 2002