COMMUNITY EDUCATION COORDINATOR

DEFINITION

Under general direction, plans, develops and coordinates a comprehensive, fee-based, community education program; performs related work as required/assigned.

CLASS CHARACTERISTICS

Under direction of the Dean, Career Education and Economic Development, this single position class has primary responsibility for planning, developing, 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, written and oral communication; analytical and budgetary skills.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates all aspects of the Cabrillo Extension community education program (E)
- Reviews program and attendance related data including course evaluations and determines course continuation and/or modification (E)
- Reviews and evaluates requests and proposals for courses; selects specific courses to be developed and offered (E)
- Develops course offerings, projects enrollments and sets fees to meet goals and fiscal requirements (E)
- Reviews proposed course offerings with appropriate academic division/department (E)
- Coordinates the preparation and distribution of promotional materials including flyers, correspondence and brochures (E)
- Develops and maintains website (E)
- Coordinates and oversees the registration process (E)
- Serves as liaison between the College and course presenters (E)
- Arranges for appropriate on-campus facilities for program presenters (E)
- Prepares and/or reviews for accuracy personnel and other related payroll documents (E)
- Monitors and orders program related materials and supplies and completes requisitions (E)
- Accounts for fees received; monitors budget allocations and expenditures; maintains and analyzes financial and statistical records (E)
- Enters and retrieves data and prepares periodic and special reports, correspondence and other written materials using various computer applications such as e-mail, word processing, spreadsheets and databases (E)
- Performs a variety of standard office administrative work, such as filing, providing information in person and over the telephone and operating standard office equipment (E)
- May coordinate the day-to-day work and provide work instruction, as required
- Performs other duties as required and/or assigned

(E) = designates essential functions
QUALIFICATIONS

Knowledge of:

- Basic principles and practices of program organization and administration, quality improvement, project management, and time management
- Basic budgetary and financial record keeping principles and practices
- Correct English usage, spelling, grammar and punctuation
- Business Mathematics
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Techniques for dealing with people of diverse academic, ethnic, socioeconomic and cultural backgrounds
- Internet search techniques

Skill in:

- Coordinating complex sequences of interdependent activities
- Interpreting, applying and explaining rules, regulations and procedures
- Organizing work, setting priorities and meeting critical deadlines
- Writing and editing concise and compelling course descriptions
- Composing, assembling, proofing, and overseeing production of print and web-based documents
- Exercising sound judgment within procedural guidelines
- Establishing and maintaining accurate records, files and databases
- Using word processing, spreadsheets, databases, e-mail and website management software
- Operating a keyboard with sufficient speed and accuracy 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
- Analyze problems, evaluate alternatives and make programmatic recommendations given conflicting demands and deadlines

Desirable:

- Familiarity with community education or similar fee-based programs

Education and Experience:

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

Equivalent to an associate’s degree and two years of program coordination experience. Applicable college-level course work may be substituted for the experience on a year for year basis to a maximum of one year.