*LIMITED POSITION DESCRIPTION*

**TITLE:** Coordinator

**LOCATION:** Center for Workforce and Community Education (CWCE)
All campus locations

**REPORTS TO:** Director, Workforce Training & Corporate Education (WTCE)

**GRADE:** PSA 10

**WORK SCHEDULE:** Non-Standard; 35 hours per week
Some evening and weekend work may be required; holidays on occasion

**SUPERVISES:** May supervise clerical staff; instructors, trainers, consultants

**JOB SUMMARY:** To coordinate and facilitate all aspects of the contracts developed between WTCE and businesses and industries statewide; to proactively seek new programs and funding opportunities, and to assist the Director with the operation of the Center for Workforce and Community Education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As directed, visit and develop training contracts with companies; promote the College's programs to company officials to increase opportunities for additional revenue generating programs and contracts for CWCE.

Maintain all contracts which have been developed between WTCE and business and industry to include, but not limited to:

- Prepare contract specifications, proposals
- Interview, hire and evaluate instructors; prepare appointment letters indicating course, schedule and pay rate, and initiate appropriate payroll documents
- Ensure that course offerings are built into the automated Student Information System (Banner)
- Oversee the ordering of books and other materials for classes; arrange for their delivery
- Coordinate the setting up of registration and register students for classes, including preparing paperwork and completion of certificates when applicable
- Present students with certificates of completion at on-site ceremonies
- Participate in writing grant proposals to obtain support for training efforts for companies
- Participate in efforts to ascertain client interests, as well as develop new client relationships.
• Recruit participants for programs; coordinate referral program and support services available for participants
• Develop innovative, revenue generating non-credit programming for all campus locations
• Promote the Division at internal and external meetings/events as requested

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

• Bachelor’s degree in related field required; Master’s degree preferred.
• Must have experience working with representatives from business and industry.
• Computer spreadsheet, database and word processing experience required.
• Knowledge of automated student information system required.
• Familiarity with CCRI and its programs required.
• Exceptional interpersonal and communication skills essential.
• Must be an energetic self-starter, comfortable working in a busy, diverse environment.
• Incumbent must be a poised, professional and energetic with a positive and confident demeanor.

*This position is limited to June 30, 2016, with the possibility of renewal after annual review.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.