



**DATE ISSUED:** 09/05  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Continuing Education

### **JOB SUMMARY**

Performs administrative work in the development, management, coordination, implementation, and supervision of self-supporting non-credit programs. This position coordinates seminars, short courses, workshops, institutes, and conferences both on and off campus and is responsible for need analysis, budgeting, marketing, logistical coordination, fiscal analysis, and strategic planning. Work is performed under minimal administrative supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Director of Lifelong Learning, Director of Lifelong Learning

*Supervises:* Clerical staff

### **PRIMARY DUTIES - May include, but not limited to the following:**

- Assesses needs and markets for educational programs.
- Develops and implements new educational programs.
- Provides overall administrative leadership, management, and marketing for programs.
- Composes brochure copy using personal computer software, coordinates publicity, and utilizes direct marketing strategies for marketing of programs.
- Secures appropriate instructors, providing guidance in program methods and techniques as needed.
- Develops and monitors program budgets.
- Evaluates programs.
- Serves as liaison with University, community and professional, government, and other resource groups.
- Maintains accurate records and statistics using personal computer software.
- Prepares and submits reports.

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Assists in developing an administrative support system for non-credit programming, including physical arrangements and record-keeping.  
Supervises program implementation, including attending initial meetings or programs.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Bachelor's degree in Business Administration, Marketing or a related field.

**EXPERIENCE**

One years experience in the development and/or implementation of programs involving community or professional organizations, preferably of an educational nature. Additional job-related experience, particularly in the area of sales or marketing, may be substituted for the required education on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***