



Job Title	Continuing Education Coordinator	Job Code	AA0511
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Continuing Education

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Continuing Education Professionals design, promote, administer, and support programs that foster ongoing adult learning and educational competencies. Researches and assesses educational needs and interests for targeted audiences. May also deliver content, programs, materials, technology, and learning approaches accordingly.

Job Summary

Responsible for the day to day operations, coordination and support of a portfolio of on-campus, off-campus, online and partnered programs. Promotes assigned programs, provides student and instructor support, provides financial management, logistical support, and program evaluation and reporting. Develops course schedules including coordination of facilities, instructor assignments, organization, production and distribution of class schedules, brochures, website updates and various forms of advertisement to increase student enrollment.

Representative Duties

1.
 - Manages assigned budget within allocation
 - Performs general accounting functions and financial activities including fee collection, instructor and vendor payments and program financial reconciliation
 - Conducts student registration and support functions
 - Manages general email inbox as well as test prep and other online courses
 - Ensures instructors are prepared for assigned classes with current professional credentials, class assignments, course confirmations, content changes, materials updates
 - Ensures teaching materials, equipment and classrooms are reserved and equipped properly set up with course materials and supplies
 - Maintains and generates courses, rosters, contact sheets, attendance sheets, certificates and other materials generated
 - Complete refunds and payments
 - Reviews invoices and trackers to ensure reconciliation is completed correctly
 - Initiates purchase orders and payments for assigned programs
 - Reviews vendor invoices and submits to the financial office for processing
 - Procures supplies and services with university purchase card
 - Ensures course information, outlines, pricing, dates and specials are accurate and kept updated in all media
 - Attends events per request and other online duties

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.