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| **POSTING DETAILS** |  |
| Posting Number: | 0003 |
| Position Title: | Community Education Coordinator |
| Reports To: | Dean of Workforce Education and Training |
| DBM: |  |
| Type of Position: | Service/ Supervisory/Administrator |
| Assignment Description: | This is a .77 FTE hourly, position. |
| Salary: | Base pay starts at $21.75 hourly |
| Type of Benefits: | * Medical, dental (with orthodontia), vision * Life, Long-term disability * State PERS retirement * Tuition Waiver * EAP |
| Other Benefits (if applicable): | * Employees accrue vacation and sick time. * In addition to mandated retirement program participation, the college provides options for voluntary 403(b) savings participation. * Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. * Employees enjoy a four-day work week during the months of July and August. * Benefits include an Employee Assistance Plan (EAP) |
| Department: | Community Ed |
| Job Summary/Basic Function: | Under the general direction of the Dean of Workforce Education and Training, provides marketing and contract development to facilitate the coordination of the Community Education programs, including utilizing input from advisory committees and community groups. This position development the College's non-credit, self-improvement, and personal enrichment offerings. |
| Essential Duties: | 1. Initiates, coordinates, and schedules programs, special events, and course offerings for Community Education/Education for Life. Determines overall cost, tuition, and fees. Assists students with registration process.  2. Recruits, hires, and supervises adjunct faculty.  3. Promotes and markets classes offered in Community Education/Education for Life.  4. Makes fee recommendations for courses and workshops. Initiates payment  for facility usage, materials, and equipment as needed.  5. Works jointly with the Workforce Development Coordinator to provide  leadership and training for part-time temporary employees, adjunct faculty  and volunteers.  6. Maintains budget for program areas.  7. Serves as point-of-contact to community partnership programs (e.g., the  College's Learning in Retirement [ENCORE] program and Entrepreneurship  Initiatives.  8. Coordinates evaluation of course offerings.  9. Maintains databases for community partnerships.  10. Works jointly with Workforce Education Coordinator to provide coverage  and assistance to Workforce Education when needed.  11. Collaborates with Patriot Hall staff to provide excellent customer service to  and assist with registration processes for community education students and  instructors utilizing the Patriot Hall facility.  12. Performs other duties as assigned. |
| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | Bachelor's degree in Business, Marketing, Education, Communication or related fields, and two or more years of experience with business or education planning and development. |
| Knowledge, Skills and Abilities Required: | Knowledge  1. Knowledge of administrative procedures  2. Knowledge of concepts and principles of educational instruction, including the ability to initiate, coordinate, and schedule community education programming  3. Knowledge of outcomes assessment or other educational evaluation  4. Knowledge and/or experience developing and successfully working with business partners and advisory groups  5. Knowledge and/or experience in marketing and advertising  Skills  1. Skill in management and organization  2. Skill in computer operations, including word processing and spreadsheets  3. Skill in development of classroom instruction  4. Skill in entrepreneurial methods to initiate and build unique educational opportunities  5. Skill in problem solving and working in a team environment  6. Skill in communications, interpersonal skills as applied to interaction with college administration, faculty, staff, and students and the public.  7. Sensitivity to and understanding of the socio-economic, cultural, and disability diversity found on a community college campus.  8. At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.  Abilities  Ability to manage time, multi-task, prioritize tasks, and organize work to complete assigned duties. |
| Desirable Qualifications: | Knowledge and experience with community education program planning and development; previous community education coordination experience. |
| Physical Requirements: |  |
| Posting Date: | 06-17-2022 |
| Special Instructions to Applicants: | VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Other Document |
| Required Applicant Documents: | Resume  Cover Letter |
| **CLOSING DATE:** | Open Until Filled |