

PROG COORDINATOR (COMMUNITY SVCS PROGRAMMING – COMMUNITY COLLEGE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Community Services Department within the Division of Continuing Education and Workforce Development, is responsible for administering a broad range of and numerous non-credit community services courses. Work involves evaluating workforce, education, training, and personal enrichment trends to enhance existing educational programming and in developing new courses; developing course curricula and selecting syllabi, and in the direction of adjunct faculty. Responsibility also includes directing the registration, admissions and bursar processes for these non-credit courses; keeping abreast of workforce education, training, and personal enrichment trends to develop financially viable courses to serve the needs of community residents, and managing the departmental budget to ensure programming revenues cover the cost of departmental expenses. Extensive community liaison is established and maintained with community partners, stakeholders and residents to fund programming as well as to ensure the professional and personal enrichment needs of the population are addressed. This class differs from the Program Administrator (WCC) classification by the scope and complexity of assignment, and in the direction of staff support processes in the administration of larger programs. Supervision is exercised over a number of staff and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, plans, implements and evaluates non-credit educational programming for the Department of Community Services, a division of Continuing Education and Workforce Development;

Develops non-credit courses in the Community Services department to include the development of curricula and text selection; hiring and evaluating adjunct faculty, and coordinating course scheduling through subordinate staff;

Evaluates workforce, education, training, and personal enrichment trends to develop financially viable course programming to meet the needs of the population;

Establishes and maintains substantive liaison with community partners and stakeholders to coordinate existing and new course programming as well as to ensure the needs of the population served are being met;

Develops and implements performance measurement tools and reporting mechanisms to evaluate the efficacy and viability of courses offered; makes program modifications as needed, or discontinue courses as deemed necessary;

Ensures the preparation and submission of reports to SUNY in accordance with mandated reporting requirements, and to receive reimbursement for remedial course programming;

Directs the maintenance of records pertaining to those courses requiring mandated reporting by various state agencies;

Directs subordinate support and clerical staff in the registration, admissions and bursar functions for the Community Services Department;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Implements departmental protocols regarding registration, admissions and bursar processes, and ensures subordinate staff adheres to guidelines in performing their work;

Manages the department's budget by managing the costs associated with running community services course programming, departmental salaries, and expenses;

Works with Business Office staff in managing budgetary expenses and revenues;

Assists in the preparation of the departmental budget through substantive contact with the Assistant Dean and Vice President and Dean of Continuing Education and Workforce Development;

Develops marketing plans to advertise community service programs;

Oversees the department's database of students, community partners, associations, etc. in the dissemination of email blasts to the public;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of educational program administration; good knowledge of community organizations and funding resources for educational programs; ability to communicate, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; ability to get along with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and five years experience in the field of education or educational administration, two years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's degree* may be substituted for each year of the experience. There is no substitution for the supervisory experience

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C3247
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