



Job Description

Job Title: Continuing Education & Workforce Coordinator **JTC: C13**

Salary Range: N04 **FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for coordination, identification, development, scheduling, promotion and evaluation of continuing education (non-credit) courses and educational programs that are offered either at the specific campus/location, off-site, and/or at a specific company location.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience and knowledge in program development, continuing education and workforce development. Knowledge of district policies and procedures.

Skilled in program development, evaluation and curriculum. Self-motivated with excellent organizational and problem-solving skills. Ability to organize and manage multiple projects/priorities. Able to work with internal and external stakeholders in the planning of existing and new Continuing Education and non-credit classes and programs. Demonstrate an ability to work closely with professional and government organizations' laws and policies as they pertain to the educational programs being offered.

Demonstrated ability to make decisions confidently and wisely, after adequately considering various existing courses of actions. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Skilled in research and evaluation techniques.

Excellent communication skills to support interaction between DCCCD and other organizations, community groups as well as individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree and three (3) years of work-related experience and knowledge in workforce development in a higher education workforce environment. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint

check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates, plans, evaluates and develops continuing education or workforce courses and educational programs. Interacts daily with students and serve as a liaison between the college, community, company, and/or company-sponsored personnel.

Reviews and participates in the development of the class schedule. Analyze, observe and evaluate the effectiveness of training and recruitment of the classes offered. Cooperates as a team member in developing curriculum including syllabi, handouts, etc. or modifies existing curriculum to meet client needs; may participate in needs assessment.

Participates in registration activities for designated program area(s). Recruits and provides orientation to instructors regarding DCCCD policy and procedures. Coordinate, plans and conducts meetings and developmental activities for instructors. Identifies possible instructors.

Develops handouts, designs catalogs, brochures and promotional materials for the program area(s) assigned. Maintain records, provide information required for decision-making and complete related reports. Prepares statistical reports, maintain files, and monitor assigned budget allocation. Coordinates facilities for off-campus operations.

Provides excellent customer service to clients and students. Recruit and advise potential students to programs. Tracks and evaluates program satisfaction; determines program outcome for purpose of continuation or cancellation.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.