

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Continuing Education Coordinator	<i>BOT Date:</i>	Oct 1, 1996
<i>Level:</i>	G	<i>FLSA Status:</i>	Exempt
		<i>Class Code:</i>	E0712
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Provides, coordinates and identifies the need for continuing education courses and/or courses for students unable to attend traditional on-campus courses. Develops schedules and assists in hiring instructors.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Assists in determining need for continuing education and in developing initiatives, policies and planning for meet these needs.	10%
2.*	Acts as liaison with various community agencies to identify needs for courses, and represents College at state, regional and national continuing education and/or distance learning meetings and conferences.	5%
3.*	Assists in the development of new courses and course descriptions.	30%
4.*	Evaluates courses and/or technological advancements for distance learning applications.	10%
5.*	Assists in the hiring, assignment, training and evaluation of instructors.	5%
6.	Prepares and coordinates schedules.	20%
7.*	Markets to promote class offerings within the community and assists in developing strategies for improving continuing education and/or distance learning success.	10%
8.	Determines most appropriate location to offer traditional on and off campus courses.	5%
9.	Assists students in resolving problems related to courses.	5%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Cont Educ Coord	Class Code: E0712	Position Level: G
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years of prior related experience required.	
<i>Planning:</i>	Plan events that will occur during the year and have some effect on the department's annual expenditures and/or revenues. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. No impact on grant funds. Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain non-specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. External contacts may be required to carry out programs and to explain non-specialized matters with the public.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	