Coordinator Continuing Education

Job Code 00001256

General Description
Responsible for assisting in the development, marketing and coordinating of programs that draw upon Texas State’s academic resources and that promote teaching and a variety of outreach activities.

Examples of Duties
Liaise between the University, the community, and clientele.
Assist in the development of program goals and objectives and help establish overall content and operational parameters.
Develop agenda of conference responsibilities.
Develop budgets for speakers and programs.
Assist in the design and production of brochures.
Coordinate hotel details.
Update “request for university resources” forms.
Complete Continuing Education Unit Certificates.
Receive money and provide receipts.
Construct conference packets.
Correlate conference design needs with university facilities.
Assist in making banquet reservations and arrangements.
Coordinate a complete program of evaluation to insure that goals and objective have been achieved.
Obtain new business by developing new training proposals.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: working as a team member on job tasks; interacting courteously with sometimes disgruntled clients or instructors; establishing rapport with variety of clients.

Ability to: comprehend technical program content; interpret material into lay person language; prepare brochures, reports, and program proposals; develop program budgets and maintain accurate record of expenses and income; bring the resources of the University to the client in the most productive and satisfactory way possible; communicate to clients the purpose and need for continuing education programs; communicate one on one or in a group
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements