

Coord, Extended Learning Services

Job Code 50020281

General Description

Responsible for assisting Texas State faculty, staff and departments in fulfilling the continuing education and professional development needs of their students, alumni and associations to which they belong by providing coordination and logistical services necessary to conduct successful non-academic credit programming.

Examples of Duties

Coordinate non-academic programs for internal and external clients.
Coordinate Extension Studies courses and programs with academic departments.
Supervise, coordinate and delegate workflow.
Assist with strategic planning.
Document income /expenses and operate within program budgets
Perform other duties as required.

Knowledge, Skills and Abilities

Knowledge of: Adult and continuing education, certifying agencies' policies and procedures.

Skill in: Preparing agreements, reports, marketing materials, maintaining good working relationships, prioritizing workload, public speaking.

Ability to: Understand policies and procedures, course proposals, perform basic math, explain policies and procedures, analyze client complaints and propose solutions, multi-task and work under pressure, troubleshoot problems.

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