



**Quinebaug Valley Community College
Coordinator of Continuing and Professional Education
(Special Appointment/Education Assistant Position)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Quinebaug Valley Community College
Salary: \$63,093.00 – CCP 18
Closing Date: January 19, 2016

Under the general direction of the Academic Division Director, the Coordinator will plan, implement, and direct the development of non-credit and workforce-focused curricula and related activities of the College. The incumbent also will provide leadership for non-credit registration, accreditation activities, and student records. The position serves as the College liaison with appropriate governmental, municipal, and community agencies.

QUALIFICATIONS:

Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas:

- Familiarity with curriculum development and adult learning;
- Academic and office administration;
- Marketing, business development, publicity writing or a related field;
- Information technology literacy skills;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training, and experience which would include:

- A bachelor's degree in an appropriately related field;
- Two to five years of experience applying those disciplines in a field related to education administration, business, or training and development;
- Or a combination of education, training, and experience that would lead to the competencies required for successful performance of the position's essential duties.

RESPONSIBILITIES:

The following examples of duties include, but are not limited to:

- Program planning and development:* The Coordinator is accountable for determining public interests in continuing education and workforce development needs and developing programs and courses to meet those interests and needs.
- Administrative Services:* The Coordinator is accountable for the services needed to support the operation of the College's continuing education and workforce development non-credit programs.
- Publicity and Marketing:* The Coordinator is accountable for developing and distributing informational and promotional materials to publicize and market the College's continuing education and workforce development programs.
- Program evaluation:* The Coordinator is accountable for evaluating the effectiveness and appropriateness of the College's continuing education and Business and Industry programs and for recommending needed improvements.
- Strategic Planning and Compliance:* The Coordinator will be an active participant in the Strategic Planning and Compliance processes of the College.

In addition to the accountabilities listed above, the Coordinator is required to carry out the following essential duties:

- Attendance and participation at Convocation and Commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational, and professional meetings.

These may involve attending evening or weekend events.

The position reports to the Academic Division Director and may oversee instructors, administrative support staff, and student workers.

The position has extensive relationships with state agencies, businesses, and community groups as well as faculty, administration, students, and staff of the College. The incumbent is expected to represent the College in a professional manner and to collaborate with academic and student services departments to contribute to retaining students.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should E-mail a completed [Community College Employment Application](#), a current résumé, cover letter, and unofficial transcript(s) to: **Lois Kelley**, Human Resources Assistant - lkelly@gvcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.