JOB DESCRIPTION

JOB TITLE: Corporate Training and Continuing Education Specialist

REPORTS TO: Director of Corporate Training and Continuing Education

BASIC FUNCTION: College-wide responsibility for the development, implementation, and coordination of all non-credit courses, including open enrollment, regulated professions, PHSC staff training (except for on-line courses), and community education courses.

CLASSIFICATION: Managerial/Technical Personnel

DUTIES AND RESPONSIBILITIES

1. Develops, markets and implements College-wide non-credit, open enrollment courses, including those for regulated professions.

2. Develops and implements PHSC internal staff and professional development courses, such as the President’s Institute and the Sylvia Thomasson Leadership Institute.

3. Develops, markets, and implements community education courses College-wide in coordination with the Director of Corporate Training and Continuing Education and the Executive Director of Marketing and Communications.

4. Stays current on issues relating to professional regulation and licensure relevant to continuing education needs of regulated professions.

5. Serves as a liaison to the Florida Department of Business and Professional Regulation; Florida Department of Children and Families; and Career Source regarding certification and recertification courses.

6. Maintains agreements and provides status with regulating agencies.

7. Maintains relationships with area community organizations and clubs; attends meetings and participates in related community events.

8. Maintains the permanent record for open enrollment and community education course master data and syllabi.

9. Obtains and qualifies instructors for College-wide non-credit open enrollment and community education courses.

10. Assures that handouts and other materials are available for appropriate courses on all campuses.

11. Assures that Certificates of Attendance are issued to students.

12. Evaluates instructors for College-wide non-credit open enrollment and community education courses.

13. Processes grades and payroll certification for College-wide non-credit open enrollment and community education courses.
14. Develops campus-based schedules in coordination with Provosts, Associate Deans, and other appropriate personnel for College-wide non-credit open enrollment and community education courses.

15. Processes requests for room reservations College-wide for non-credit open enrollment and community education courses.

16. Orders supplies and maintains appropriate departmental budgets.

17. Prepares all non-credit course proposals and revisions for submission to the Council of Instructional Services.

18. Provides the Director of Corporate Training and Continuing Education with regularly scheduled status reports of continuing education initiatives, programs, and projects.

19. Prepares the annual performance evaluations for personnel assigned to the Corporate Training and Continuing Education Specialist.

20. Participates in the annual strategic planning process for the non-credit open enrollment area.

21. Serves as a member of assigned committees.

22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Required: Bachelor's degree from a regionally accredited institution in adult education, human resource development, public relations or marketing, or related field and two (2) years of related experience.; excellent verbal and written communication skills; satisfactory criminal history background check. Must be able to work some evenings and weekends as may be required. Travel required.

Preferred Qualifications: Higher education, marketing, course development and supervisory experience.