

The University of Texas at San Antonio

Job Description

Job Title: Extended Education Coordinator
Code: 8120
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Extended Education and Special Events/Community Services
Reports To: Director, Extended Education and Downtown Special Events

Summary

- Function: To coordinate the offering of courses and workshops by Extended Education.
- Scope: Responsible for creating, designing, implementing and administering continuing education courses and workshops.

Duties

- Typical:
 1. Collaborates with academic departments to identify and cultivate professional development courses and workshops.
 2. Coordinates the development of course curriculums and materials.
 3. Coordinates and schedules logistical support for classes and workshops including facilities, technology, catering and support staff.
 4. Monitors budgets; works within allocated funding for course development and delivery. Determines course pricing based on market demand and delivery costs.
 5. Tracks and analyzes figures, and prepares statistics regarding classes and workshops. Compiles and submits reports.
 6. Maintains schedules and records of available space, space used and course cancellations.
 7. Performs other duties as assigned.
- Periodic:
 1. Participates in committees, professional trainings, industry conferences and conventions.

Education

| Required | Preferred |
|---|--|
| Bachelor's degree from an accredited institution. | Master's degree in Adult Education from an accredited institution. |

Other Requirements

| Required | Preferred |
|----------------------------------|--------------------------------------|
| Valid Texas Driver's License. | Professional Training Certification. |
| Criminal Background Check (CBC). | |

Experience

| Required | Preferred |
|---|---|
| Three years of professional experience in professional development or training planning and management. | Similar experience with continuing education or Higher Education. |

Equipment

| Required | Preferred |
|---|------------------|
| Personal computer, Microsoft Office Suite, classroom audio-visual equipment, and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|---------------------------|--|
| Normal office conditions. | Occasional travel between UTSA campuses. |

Supervision

| Received | Given |
|---|---|
| Virtually self-supervising. Final results are appraised largely with respect to the attainment of goals and objectives. | May provide indirect supervision or direction to support staff. |

Accuracy

| |
|--|
| Proficiency in all phases of the duties performed. |
|--|

Security Sensitive

| |
|---|
| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
|---|

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.