

COLLEGE OF CENTRAL FLORIDA

.JOB DESCRIPTION

JOB TITLE: COORDINATOR – PATHWAYS LIFE SERVICES (P/T)
PAY GRADE: P-10
OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITIES:

With minimal supervision, provide program management and administrative assistance to the Executive Manager of Continuing Education and Corporate Training

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High School diploma or GED required. Bachelor's degree in Education, Business, Human Resource, Management, Hospitality Management or related field preferred.
2. Years of experience in field: Three years of progressively responsible work experience in continuing education, related area or in community relations preferred.
3. Special skills or abilities related to position: Demonstrated ability to work with people, preferable with mature, diverse populations. Proficiency in verbal and written communications skills. Self-starter, able to initiate and follow through on programs and projects. Ability to organize, implement and evaluate programs.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development, supervision, coordination, expansion, and evaluation of Pathways Life Services Programs.
2. Solicits new partners and coordinates all aspects of establishing and maintaining harmonious and mutually beneficial relationships with partners.
3. Plan, organize, control and follow-up on all of the programs of Pathways Life Services including but not limited to, Continuing Workforce Education, Re-careering and Job Club.

Revised 1/16/2009
01/10/2005

Revised 11-10-05 – Combined Coordinator-Pathways Program and Pathways Coaching Specialist into this job description.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Serves as liaison with American Association of Community Colleges, Demonstration Colleges, CLM Workforce, and other partners to produce job fairs and other special events that support the Pathways Life Services programs.
5. Seeks to identify and assist in developing grants and/or other external funding to support the Pathways Life Services Program.
6. Facilitates and supports all marketing efforts including web sites, brochures, and press releases.
7. Works to ensure the continued growth and financial viability of Pathways Life Services and the support of College of Central Florida.
8. Assist in budget planning, monitoring and evaluation.
9. Maintain constant liaison with community leaders and the professional personnel of the appropriate community business, industry, health or family-service related organization or agency.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 40, Ocala Campus

SUPERVISOR OF POSITION: Executive Manager Continuing Education

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