

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – PATHWAYS LIFE SERVICES
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P-2

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 “Your first choice for quality higher education.” 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 Resources, Management, Hospitality Management or related field preferred.
2. Years of experience in field: Three years' 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, preferably 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. Solicit 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.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Serve 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. Seek to identify and assist in developing grants and/or other external funding to support the Pathways Life Services Program.
6. Facilitate and supports all marketing efforts including web sites, brochures, and press releases.
7. Work to ensure the continued growth and financial viability of Pathways Life Services and the support of the 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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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