

# COLLEGE OF CENTRAL FLORIDA

## .JOB DESCRIPTION

JOB TITLE: COORDINATOR - CORPORATE COLLEGE

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITIES:

To implement noncredit courses and training programs in Business, Technology, and related programs for individuals, business, industry and public sector organizations.

Actively search for training opportunities and respond to employer inquiries for employee training and development.

Prepare pre-course materials for instructor, such as roster and completion certificates and process post-course materials for Director, such as payroll and evaluations.

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: Bachelor's degree in Education, Business, Management, Communications, Technology, or related field required.
2. Years of experience in field: Five years' experience in professional or administrative leadership positions at educational institutions or in community relations required. Experience working with students and faculty implementing processes or programs required.
3. Special skills or abilities related to position: Demonstrates sales and customer service skills. Ability to communicate effectively both verbally and in writing. Proficient in organizing and managing multiple projects and activities. Ability to develop, implement and evaluate programs and projects. Ability to initiate and follow through on projects with minimal supervision. Proficient in Microsoft® Office applications. Excellent written, oral, electronic communication and people skills.
4. Must have a Florida driver's license and travel throughout the tri-county service area.

ESSENTIAL JOB FUNCTIONS:

1. Meet sales, budget and customer service goals set by Director.
2. Monitor cost-to-revenue ratios, maintaining designated profit margins at all times.
3. Maintain strong and positive working relations with employers and organizations and respond to training requests in a timely manner.
4. Provide organizations with information on potential grants that include funding for training or educational programs offered through the Corporate College.
5. Represent CFs Corporate College at local monthly meetings, such as OHRMA, BCRC, MRMA, CEP, etc., and at events involving industry partners, CareerSource CLM, the Talent Center and other educational providers and raise awareness of our services to the business community.
6. Assist in course or program development and/or research external vendor options as needed.
7. Assist in recruiting and selecting instructors, documenting eligibility of instructor to teach noncredit courses, preparing hiring documentation, reviewing policies and procedures with new instructors, participating in their onboarding instructions, and assuring instructor payrolls are submitted.
8. Assist in the creation and/or design of promotional materials, ads and events to promote noncredit and customized programs, and/or work with CFs marketing department or consultants to do same.
9. Maintain enrollments, budgets, course info and completion records using Higher Reach software.
10. Monitor and evaluate course content on a routine basis to ascertain effectiveness of instruction and instructor's delivery manner and methods.
11. Coordinate all room arrangements and prepare training handouts, including ordering any necessary class supplies/equipment prior to each course.
12. Track evaluations and client feedback to assure client satisfaction and implement improvements where necessary.
13. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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 accommodation 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.

PHYSICAL DEMANDS (Continued):

- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieves 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 in an office environment.
- Travel in service area may be required.

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

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: Director – Corporate College