WORKFORCE CONTINUING EDUCATION OPEN ENROLLMENT COORDINATOR

RESPONSIBILITIES
• Develop, coordinate, and oversee open enrollment programs and seminars in the Workforce Continuing Education Department
• Oversee programs to include electrical, soft skill/leadership, concurrent, and new programs
• Oversee mandatory training for instructors and student advisory committee
• Assist in the development and implementation of programs
• Assist with the development of the Continuing Education schedule, web page, brochures, email and newspaper advertising
• Assess and provide feedback on training needs of the potential customers to assist them in making good learning decisions
• Assist the Director in developing and implementing new non-credit programs
• Assist with the development and coordination of an updated marketing strategy and marketing materials
• Develop and provide monthly reports of net revenue generation for all classes developed to include necessary records, reports, and evaluations
• Review student evaluations of the course and instructor; Oversee the maintenance of appropriate course files
• Serve on and perform duties with college-wide committees as requested
• Advise and assess students for best course or program for the student’s needs
• Work with individuals, businesses, and community organizations in determining educational needs and implementing those course needs by creating applicable non-credit courses to the public
• Work with external entities to determine educational needs and prepare appropriate training agreements
• Obtain approval from state boards and governing agencies for mandatory continuing education for the professional workforce
• Monitor the use of equipment and other resources dedicated for programs
• Assist with the yearly inventory for the Workforce Continuing Education Department
• Other duties as assigned

QUALIFICATIONS:
Required:
• Associate Degree
• Strong written and verbal communication skills; Public relations and program development skills
• Knowledge of computer software applications (Office Suite), web page, large databases and graphical software
• Computer literacy
Preferred:
• Bachelor Degree
• Community college experience

SALARY

APPLICATION
Interested candidates should send a resume, completed official Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to:

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.