PROGRAM COORDINATOR- PETROLEUM PROFESSIONAL DEVELOPMENT CENTER
This position is located at 221 N. Main St., Midland, TX

RESPONSIBILITIES
• Support PPDC efforts to include: assembling course data information into course folders, set up course data forms, maintain course fee codes, maintain class folders, register students, generate certificates, etc.
• Provide assistance with course registration, cancellation, and notification to proper individuals. Assist with adding students on waiting and cancellation lists for PPDC courses. Provide on-site registration as needed
• Assist the director in developing and implementing new program offerings, which will include recruiting, interviewing, and assisting in the selection of course instructors as requested
• Contact instructors with regard to requirements for class and handle necessary logistics, including all travel arrangements
• Contact potential students for classes with low enrollment to help meet minimum enrollment criteria
• Assist with the preparation and distribution of the PPDC continuing education schedule
• Prepare handouts and other material for courses in a timely manner
• Assist in the development and coordination of an updated marketing strategy and marketing materials for the PPDC
• Maintain email distribution list for the PPDC program and distribute monthly course offerings to company contacts, potential attendees, professional societies, and MRT
• Monitor expenditures for general departmental items in conjunction with course offerings and coordinate special requests or concerns with the director, generate purchase orders, invoices, and monitor class enrollment and payments
• Oversee enrollment procedures and advise the Workforce Education Department in regard to addition and cancellation of courses
• Serve on and perform duties with college-wide committees as requested
• Order office and classroom supplies
• Update and maintain department website as requested by the Director
• Other duties as assigned

QUALIFICATIONS
REQUIRED:
• Associate’s degree or equivalent combination of education and closely related experience
• Minimum of two years administrative experience
• Computer literacy to include proficiency with Microsoft Office Suite
• Knowledge of general office equipment
• Strong written and verbal communication skills; strong problem analysis and problem resolution skills
• Experience maintaining and updating websites

PREFERRED:
• Bachelor’s Degree
• Experience working with POISE software
• Continuing Education/Workforce Education experience

SALARY
$2,916.67- $3,250.00 per month. Salary is commensurate with educational qualifications and experience. Excellent fringe benefits.

APPLICATION PROCESS
Interested candidates should send a resume, completed 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 the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to: applymc@midland.edu

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.