



Example of Continuing Education Job Description

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Our growing company is hiring for a continuing education. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for continuing education

- Plans and manages annual budgets, revenue, and expenditures for the PCCE department, to be a self-support operation that generates the revenue required to cover all instructional (direct faculty and materials) and operational (office staff, leases, marketing, administrative, and institutional indirect) expenses, through tuition, fees, contracts, and grants
- Directs all fiscal processes for assigned program areas, approves all expenditures related to the daily operation of the department
- Analyses enrollment trends and patterns
- Facilitates a team work environment within the department and across the College and encourages the cross training of personnel
- Recruits, hires, supervises, trains, coaches, and evaluates staff
- Engages proactively with community organizations to identify continuing education needs, instructors, and funding opportunities
- Directs grant projects in assigned program areas including drafting grant applications, hiring and supervising grant staff, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines
- Ensures that procedures are followed regarding the delivery of courses and programs in assigned program areas, including procedures for state reimbursement, College accreditation, external funding sources, industry specific accrediting agencies, local workforce industry partners, and continuing education partnerships

- efforts, and process improvement
- Supervises safe operation of unit

Qualifications for continuing education

- Ability to problem solve and exercise independent judgment while handling multiple tasks with minimal supervision
- Understanding and experience working in a continuous quality improvement (CQI) environment
- A Bachelor's degree or equivalent work experience with at least two (2) years of relevant work experience in a customer service environment
- A working knowledge of Windows based applications and standard web browsers is essential
- General business knowledge, experience with automated tracking systems and an understanding of the securities industry is preferred
- Must be able to move intermittently throughout the day