



# Example of Professional Education Job Description

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Our company is growing rapidly and is looking for a professional education. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for professional education

- Works closely with department manager to develop and communicate education plans
- Manages department to reach desired outcome of CE program/courses through strategic counsel, directing CE spending
- Ensures the Sales force is trained in CE value and purpose, best practices and policy and procedures maintains open communication/feedback with Sales force
- Interact with vendors and lecturers to support our CE programs
- Evaluates effectiveness of education by assessing qualitative and quantitative ROI data (sales revenue growth, attendee and staff course evaluations)
- Forecast expenses
- Works with Product Managers to develop appropriate CE course strategies to support new product launches
- Identify new demo product, models and sales tool needs
- Strategically manage Marketing Materials Warehouse in compliance with company's policies
- This position has supervisory responsibilities for 4 direct reports

## Qualifications for professional education

- 2 years of Marketing experience is strongly preferred
- Ability to lead cross-functional teams across a matrix organization is preferred

- Up to 60% domestic & international overnight travel may be requiredMedical Affairs
- Excellent oral and written communications, strong persuasive skills
- Three years of clerical, administrative or office experience with the ability to proofread, mail-merge, and complete forms / document formatting