

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

COORDINATOR OF CONTINUING EDUCATION

POSITION OVERVIEW

Employee reports to the Director of Offshore Programs and Continuing Education and is responsible for the administration and daily operations of the Continuing Education (CE) office. The Coordinator of Continuing Education is responsible for the development, coordination, and management of a variety of non-credit programs and courses of a comprehensive educational program that includes entry-level skills training, industry and continuing professional education. This is a staff union position.

DUTIES

- Plan, develop, and administer continuing education programs that reflects community needs and industry needs and expectations.
- Work with various constituents across the Academy, as well as Coast Guard and industry contacts, to develop continuing education opportunities aligned with various disciplines and needs.
- Analyze program needs, manage planning, scheduling, budgeting and operational efficiency of CE department.
- Ensure that appropriate quality curriculum is developed (or adopted) and implemented as per agency regulations.
- Develops program/course descriptions that accurately reflect content, goals and objectives of the course and develops course offering programs relevant to Academy and industry needs.
- Communicates with Federal/State, national and international agencies and companies.
- Coordinates fee payment by students via Academy systems and accurate accounting of same.
- Safeguards student payment methods and student records.
- Recruit, select, orient CE instructors and ensure that credentials meet all necessary agency requirements.
- Plan an annual budget with Director that will support courses and programs offered while generating substantial revenue for the Academy.
- Work with communications department to develop and implement an annual publicity and marketing plan for the production of class schedules, brochures, web pages, social media, news releases and advertisements.
- Coordinates the preparation and dissemination of the annual and semester CE schedules.
- Serve on various committees as needed.
- Manage enrollment data.
- Set and maintain professional boundaries.
- Requires the kind of teamwork, administration, and personal interaction that cannot be had in a home office situation; therefore, regular on-site attendance is a job requirement.
- Other duties as assigned.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Strong project management skills
- Strong organizational and analytical skills
- Intermediate to accelerated computer skills and ability to maintain currency
- Able to communicate effectively
- Excellent grammar and writing skills
- Establish and maintain effective professional working relationships
- Ability to effectively present information and respond to questions from a variety of constituencies
- Excellent customer service skills
- Ability to anticipate problems, exercise good judgment, and develop and apply solutions effectively
- Coordinate multiple activities simultaneously and be able to prioritize
- Ability to make decisions/work both independently and as a member of a team

QUALIFICATIONS

- Bachelor's degree preferred (Wage Grade 19). Experience may substitute for degree, however, if candidate does not possess bachelor's degree, s/he must complete same within 4 years of job start date.(Wage Grade 17)
- Experience in higher education or community education required.
- Knowledge of advertising methods with emphasis on internet and social media.
- Experience in the development, coordination, and management of non-credit programs and courses preferred.
- Must be able to analyze needs, establish goals, develop curriculum, schedule classes, secure resources, and ensure successful programs.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Subject to a criminal background check.

PHYSICAL/ENVIRONMENTAL FACTORS

- Works primarily in a climate controlled environment with minimal safety/health hazard potential.
- While performing the duties of this job, the employee is regularly required to sit
- Required to reach with hands and arms.
- Required to manipulate keyboard.
- Requires sustained use of computer monitor.

POSITION FACTOR EVALUATION

Job Title: Continuing Education Coordinator Job Code: 2780

Wage Grade: 17 Total Points: 422

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill*	5	180
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	2	20
3	Responsibility for Cost Control	4	32
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48

Date of last reclassification 11/2016

*

Upon attainment of Bachelor's Degree or if individual with a Bachelor's Degree is hired, the knowledge and skill factor will increase to Level 6, total points will be 458 and position will be a Grade 19. Proof of satisfactory degree completion must be presented.