

COORDINATOR OF LIFELONG LEARNING CENTER

OR

COORDINATOR OF CONTINUING EDUCATION CENTER*

Function of Job:

Under administrative review of the dean or other appropriate administrator, to be responsible for directing a multi-program continuing education center's activities, including programming, public relations/marketing strategies, and all related personnel/budgetary issues.

Characteristic Duties and Responsibilities:

1. Direct all credit and/or non-credit offerings in assigned continuing education activities including development and scheduling of non-traditional educational programs in consultation with appropriate academic department representatives.
2. Be responsible for directing all financial, administrative and personnel operations of the center, including budgeting, accounting, purchasing, records/payroll maintenance, data management operations and preparation of reports.
3. Establish, recruit and maintain an ongoing network of supplementary faculty from within the USNH, from other colleges/universities, local businesses or professional organizations.
4. Represent the office, establish liaison and work cooperatively with college/university administrators/faculty, other institutions, national study-abroad consortia, regional governments and agencies, schools, businesses and the general public.
5. Be responsible for all marketing/promotional activities and publications related to Continuing Education/Study Abroad, including correspondence, mailings, brochures and other publicity materials.
6. Counsel and advise students regarding requirements of degree, certificate and credential programs available through USNH.
7. Hire, evaluate, supervise and counsel assigned staff members in procedures, schedules, priorities and problem solving.
8. May represent the college/university at professional meetings with business leaders, state/government representatives and/or outside agencies and attend various meetings, workshops and state/national symposia to remain current with educational innovations.
9. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in field of Liberal Arts or Education and three years of experience in administration of educational programs in a higher education setting, with at least one year of supervisory experience.
2. Management ability and strong interpersonal skills.
3. Familiarity with computerized record systems.

11/24/92

System Approval

11/24/92

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 9/2/76 as "Regional Program Coordinator"; revised 6/7/79 as "Coordinator of Lifelong Learning Center"; and revised 4/7/80 under titles.