

COORDINATOR-MANAGEMENT DEVELOPMENT AND TRAINING *

Function of Job:

Under administrative supervision of responsible official, to provide management consultant service to business and industry on a statewide basis, including needs identification, program development, contractual processes, provision of faculty, and quality control of implemented programs.

Characteristic Duties and Responsibilities:

1. Establish objectives and operating policies for a statewide network of management and professional development activity.
2. Travel to various locations throughout the state to market major management and professional development programs and projects to key corporate personnel.
3. Assess clients' operating and management problems and structure responses to identified needs.
4. Negotiate contracts and define contract terms with clients.
5. Recruit, supervise and evaluate faculty and staff, and develop and maintain their professional capability to present programs and carry out projects.
6. Monitor client interest in programs and projects as a quality control function.
7. Direct faculty and staff in marketing of projects and programs by assisting the in developing skills for interacting with clients and structuring proposals.
8. Maintain knowledge of and personal contact with corporate community.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Business Administration or equivalent.
2. Three years experience in program development/management development leadership within a college/university or in the private sector.
3. Strong organizational skills.
4. Ability to communicate with and relate to chief administrative officers of medium to large businesses and industries.

10/5/82

System Approval

10/5/82

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 8/15/77 as "Management Counselor I".