

## Extended Education Specialist I

PD No.:PD-8079

## POSITION DESCRIPTION INFORMATION

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<b>Type of Action Requested:*</b>	New (Create a new Position Description)
<b>Internal Team:*</b>	ST-Continuing and Professional Ed - 31001
<b>Job Code/Employee Classification:*</b>	Extended Ed Specialist I <u>Job Code: 5181</u>
<b>Classification Title:</b>	Extended Education Specialist I
<b>MPP Job Code:</b>	
<b>Position Number:</b>	No position selected.
<b>CSU Working Title:*</b>	Extended Education Specialist I
<b>Salary Range/Grade:</b>	5181-RANGE A-Grade-1
<b>Reports to Supervisor:</b>	Dr. Kari Knutsen Miller
<b>Reports To:*</b>	Dean, Professional and Global Education (PaGE) <u>Position no: ST-10000683</u>
<b>Campus:*</b>	Stanislaus
<b>Division:*</b>	Academic Affairs
<b>College/Program:*</b>	Extended Ed & International Ed
<b>Department:*</b>	Continuing and Professional Ed - 31001
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	
<b>Workplace Type (Exclude Inst Fac):</b>	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
<b>Pay Plan:</b>	
<b>Pay Plan Months Off:</b>	

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	Not mandated
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	No
<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	No
<b>Access/possession of master/sub-master keys:</b>	No
<b>Access to controlled or hazardous substances:</b>	No
<b>Access/responsibility to personal info:</b>	Yes
<b>Control over Campus business processes:</b>	No
<b>Responsibilities requiring license or other:</b>	No

**Responsibility for use of commercial equipment:** No

**Is this a Campus Security Authority (CSA):**  Yes  No

**Serves a security function:** No

**Designated recipient for crime/misconduct reports:** No

**Significant responsibility for Student Activities:** No

**Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\***

Under general direction, the Extended Education Specialist I is responsible for planning, developing, and coordinating educational offerings in assigned program areas. These offerings may include extension sessions, workshops, summer sessions, conferences, and other learning opportunities aimed at professional development, community engagement, and life-long learning. This position involves working closely with faculty, community partners, and campus departments to ensure the smooth operation and success of the educational programs.

**Minimum Qualifications:\***

**Education:** Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.

**Experience:** Equivalent to two years of experience in planning classes or programs in a specialized field or area, preferably in higher, extended, or adult education. Experience developing resources, budgets, and marketing plans for educational programs and in acting as a liaison with the community is desirable. Teaching experience in higher or extended education may be substituted for experience on a year-for-year basis.

**Required Qualifications:**

- Knowledge of the procedures and practices in educational program and curriculum planning.
- Knowledge of resources of the campus and the surrounding community.
- Knowledge of the processes required to plan and construct academic programs and course outlines.
- Ability to determine needs for new or revised programs.
- Ability to plan course hours and credit.
- Ability to develop course outlines with instructors, locate instructors, and to assist them in understanding and completing contract arrangements.
- Ability to develop budgets and analyze costs.
- Ability to write promotional materials and to develop a variety of promotional techniques.
- Ability to represent the CSU system to the community and develop working relationships.
- Ability to manage logistics of providing classes.
- Ability to maintain cost information and records.
- A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**Preferred Qualifications:**

- Experience in cross-cultural, multi-lingual, and/or international contexts
- 3-5 years of experience in planning, developing, and implementing educational programs, preferably in higher education, extended education, or professional development settings.
- Experience with budget management, including developing and monitoring budgets for educational or training programs.
- Proficiency in using technology for program administration, such as learning management systems (LMS), CRM software, or event management platforms.
- Experience in marketing and promotion of educational programs, including writing promotional content and using social media or other digital marketing tools.
- Experience working with adult learners, professional development programs, or continuing education initiatives.
- Experience in negotiating contracts and agreements with faculty, instructors, and service providers.

**Special Conditions:**

- Occasionally work a flexible schedule (after hours, evenings and or weekends) as needed.
- Occasional travel to the Stockton campus and/or school/FabLab sites within the region may be required.

**License / Certification:**

- Valid California Driver's License

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

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### JOB DUTIES

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% of time	Duties / Responsibilities	Essential / Marginal
50	Course/Program Management and Administration <ul style="list-style-type: none"> <li>• Oversee details of day-to-day program and course management and administration</li> <li>• Plan course and program cycles and schedules with CaPE staff, campus partners, and external partners</li> <li>• Create courses in PeopleSoft and schedule in 25Live; coordinate instructor contracts; admit, enroll, and register learners as applicable</li> <li>• Collaborate with colleagues to review budgets, support enrollment management and learner life cycle management</li> <li>• Communicate with partners regarding scheduling, enrollments, and posting of completion</li> <li>• Communicate with external partners regarding registration, program completion, and payment</li> <li>• Response to program inquiries; assist learners/partners with registration and payment</li> <li>• Oversee details of day-to-day program and course management and administration</li> </ul>	Essential
20	Course/Program Development <ul style="list-style-type: none"> <li>• Explore, research, and provide recommendations re new program development opportunities.</li> <li>• Collaborate with colleagues to develop budgets.</li> <li>• Familiarize new non-credit instructors with campus resources, policies, and procedures.</li> </ul>	Essential
10	Budget and Financial Analysis <ul style="list-style-type: none"> <li>• Prepare and analyze course/program budgets and financial reports to assure fiscal viability</li> <li>• Analyze enrollment and make cancellation/continuation recommendations</li> <li>• Conduct regular competitive analyses on pricing and course offerings</li> </ul>	Essential
10	Marketing, Outreach, and Recruitment <ul style="list-style-type: none"> <li>• Provide content for print material and web copy.</li> <li>• Provide recommendations for outreach and recruitment.</li> <li>• Interact regularly with prospective and enrolled learners, community partners, to assure customer satisfaction &amp; quality service.</li> </ul>	Essential
10	<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>	Essential

## Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Never
<b>Concentrating:</b>	Frequently
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Constantly
<b>Keyboarding and Mousing:</b>	Frequently
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Occasionally
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Frequently
<b>Sitting:</b>	Frequently
<b>Standing:</b>	Frequently
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**

**Description:**

**Other Physical and Mental Req No.1 Frequency:**

**Other Physical & Mental Requirement No. 2**

**Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3**

**Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

### Environmental Requirements

<b>Drive motorized equipment:</b>	Occasionally
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never
<b>Extreme Temperature (hot or cold):</b>	Never
<b>Indoor (Typical office environment):</b>	Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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**Other Environmental Requirement No. 1  
Description:**

**Other Environmental Req No.1 Frequency:**

**Other Environmental Requirement No. 2  
Description:**

**Other Environmental Req No.2 Frequency:**

**Other Environmental Requirement No. 3  
Description:**

**Other Environmental Req No.3 Frequency:**

**Other Environmental Requirements:**