



POSITION DESCRIPTION

Department:	Extended, Professional and Continuing Education (EPaCE)
Classification Title:	Extended Education Specialist I
Working Title:	Program Coordinator
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

Extended, Professional, and Continuing Education (EPaCE) is a self-support unit in the Division of Academic Affairs. The Extended Education Specialist in this position reports to the Dean of EPaCE.

The Extended Education Specialist is responsible for the oversight of established self-support programs, as well as developing new or revised programs. This position works independently to meet complex goals and responsibilities. This position performs analytical, administrative, and technical duties related to the overall operation of self-support programming, including fiscal and budgetary analysis, monthly ProCard reconciliation and oversight of the department's resources, including fiscal projections and reconciliation; database management; lead work direction of staff and student assistant positions; and the planning and execution of program events.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all-inclusive or restrictive:

Essential Job Functions

Daily 90%

1. Implements and oversees self-support academic programs, including oversight of programmatic development, assisting with course setup, instructor assignment, curriculum review, budget reconciliation, travel arrangements, risk assessment, and other program coordinator responsibilities.
2. Coordinates logistical details of EPaCE programs and works closely with multiple campus partners, including but not limited to, Admissions, Academic colleges and departments, Registrar's office, University scheduling, University Housing, University Dining, Student Accounts, ASI, Inc, Risk Management, Instructional Technology Services, Kennedy Library, Campus Health & Wellbeing, Disability Resource Center, and Student Affairs.
3. Researches and develops programmatic budgets in collaboration with division fiscal analyst to ensure sound financial management of both instructional and administrative resources.
4. Establishes program priorities and identifies appropriate instructional and administrative resources for successful on-campus and off-campus programming for assigned colleges and outside entities.
5. Provides content and guidance to develop marketing efforts (websites, print, e-mail, and other media).
6. Ensures accuracy of information on all communication media, including University websites regarding self-support academic programs.
7. Represents EPaCE to faculty and staff from on-campus units and outside entities.
8. Analyzes and determines faculty and course/program-related needs for assigned programs.
9. Assesses, evaluates, and maintains accurate records and statistics on programs.
10. Provides periodic reports to on-campus units and external agencies, including the Chancellor's Office.

Related Job Functions**As Needed****10%**

1. Performs other job-related duties and special projects as assigned.
2. Maintains currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to graduation from a four-year college or university and two years of experience in planning classes or programs in a specialized field or area, preferably in higher, extended, or adult education. (Teaching experience in higher or extended education may be substituted for experience on a year-for-year basis).

Licenses, Certificates, Credentials:

- Possession of a valid driver's license or the ability to obtain by date of hire.

Required Skills, Knowledge, and Abilities

1. Knowledge of the procedures and practices in educational program planning and ability to coordinate development of new programs.
2. Knowledge of, or ability to quickly learn, the resources of the campus and the surrounding community.
3. Skilled in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
4. Ability to determine needs for new or revised programs.
5. Ability to plan, schedule, and maintain records related to course development and sequencing.
6. Knowledge of financial budget preparation to develop budgets with ability to analyze cost information and statistics. Ability to project and calculate costs of services and materials for a program. Ability to reconcile budgets and do monthly ProCard reconciliation.
7. Excellent organizational and time management skills with ability to determine priorities, set deadlines, complete multiple tasks, and maintain composure in a busy office environment with frequent interruptions, ensuring deadlines are met.
8. Ability to locate and work with instructors, advise them on processes, and assist them in understanding program budgets and completing contract arrangements.
9. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to develop and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
10. Knowledge of or ability to quickly learn university and EPaCE infrastructure, policies, and procedures to provide or perform a variety of functions and services in support of the program goals.
11. Demonstrated ability to develop practical, thorough, and creative solutions to address both common and unique problems.
12. Demonstrated ability to independently draft and compose correspondence and reports. Thorough knowledge of English grammar, punctuation, and spelling; excellent proofreading skills to edit materials and verify accuracy, with close attention to detail.
13. Excellent communication skills. Ability to communicate in a clear and understandable manner, both verbally and in writing.
14. Ability to independently apply and communicate a wide variety of policies and procedures and use judgment and discretion to act where specific guidelines may not exist.
15. Excellent computer skills and proficiency with a variety of computer applications, including word processing, spreadsheets, databases, online systems, Internet, as well as online calendaring and email.

16. Ability to use tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations with diverse personalities and to respond appropriately to conflicts and problems.
 17. Ability to successfully negotiate and provide feedback on complex MOUs and contracts with campus and external partners/collaborators.
 18. Ability to collaborate with on-campus partners as needed to attend meetings, provide data and guidance, and the coordination of self-support programs.
- Ability to write promotional materials and to develop a variety of promotional techniques.

Preferred Skills and Experience

- Master’s or higher-level degree.
- Knowledge of and proficiency in campus applications, including PeopleSoft, Student Administration, PolyData Dashboard, DocuSign, Adobe, Podio, and Microsoft Office Suite.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional holidays, and adjust working hours to meet instructional needs for courses or programs. May be called back periodically to perform work as needed on an emergency basis while the self-support programs are in session.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
----------------	-----------	------

APPROPRIATE ADMINISTRATOR: I certify that all statements on this form are complete and accurate.

APPROPRIATE ADMINISTRATOR NAME & TITLE	SIGNATURE	DATE
---	-----------	------

DEPARTMENT HEAD / DIRECTOR: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME & TITLE	SIGNATURE	DATE
------------------------------	-----------	------

HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: <u>EES I, Exempt</u>
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: <u>5181-1</u>
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: <u>R04</u>
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: <u>N/A</u>
<input type="checkbox"/> COI Position Recruitment		Classifier Initials: <u>HR</u>
Recruitment Number: _____		Date: <u>05/29/24</u>