

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Coordinator of Community Education – Oak Creek, CO

DEPARTMENT: Instruction

REPORTS TO: Director of Community Education

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ Revision #: 6 Date: 07-11-2019

TRAVEL: Travel is required

COLLEGE-WIDE (Oak Creek) X CAMPUS: _____ RANGELY _____ CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE

The mission of Colorado Northwestern Community College is to enhance people's lives by providing an accessible, affordable, quality education.

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO and Community Education centers in Meeker and Oak Creek.

Please visit the CNCC website at www.cncc.edu for application submission details. **Review of applications will begin immediately.**

GENERAL SUMMARY:

Responsible for the creation, development, implementation and supervision of community education courses for Colorado Northwestern Community College (CNCC). This position will be expected to work closely within the local community to deliver programming directly relevant to community needs, summer enrichment programs and workforce development. Ideally, this person works from an approved home office on a part-time (20-25 hours per week) basis. Pay starts at \$15.45 per hour. This position reports to the Director of Community Education.

PRIMARY DUTIES:

1. Directs the operational functions of the Community Education Program by developing a course schedule for fall, spring and summer sessions based on current and emerging needs of the local community.
2. Ensures that all non-credit course offerings, public information and public relations efforts are within the scope of the mission and vision of CNCC.
3. Assists the Director with the creation and maintenance of the Community Education budget.
4. Generate, schedule and advertise course/program offerings in collaboration with the Community Education team. Will also be responsible for the creation and updating of course marketing materials under guidance of the Director.
5. Represents CNCC at community and civic meetings as required within Oak Creek service area that may include nearby towns (e.g. Yampa, Phippsburg, occasionally Steamboat Springs and Hayden).

6. Evaluates part-time instructors through the use of provided student surveys and provided self-evaluation tools. Data entry and report results to Director.
7. Responsible for coordinating registration of community education students and payment of classes in Oak Creek service area.
8. Assists in the identification and development of public service workshops and/or seminars for Citizens, community leaders, businesses (i.e. College for Kids).
9. Facilitate Director's (or upon request enter into) negotiation of appropriate contracts/agreements for educational programs, with local agencies businesses and industry.
10. Travel within as well as occasional travel outside the local service area as needed to participate in conferences, committees and trainings.
11. Facilitate open communication with the local community as well as other college departments.
12. Perform other duties as assigned by the Director of Community Education.

ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:

- Sales and Marketing including use of social media
- Microsoft Office Suite
- Budget Management
- Knowledge of the local community
- Solid ability to write
- Master of Time Management
- High degree of comfort and experience with public speaking
- Self-motivated and comfortable working with a high degree of independence

MINIMUM/ESSENTIAL QUALIFICATIONS:

1. **Education and Training:** Associate's Degree. Technical or professional experience may substitute for an associate's degree on a year for year basis
2. **Prior Related Experience:** 1-2 years sales experience / 2-5 years management experience

PREFERRED QUALIFICATIONS:

- Education and Training: Bachelor's Degree
- Equipment/Software Skills: BANNER 9 / Adobe-InDesign Software

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____