Coordinator of Continuing Education Programs

Definition of Class
The incumbent in this position coordinates and participates in the collection and maintenance of records associated with the registration and enrollment of students, the collection of tuition and fees, and the preparation and distribution of course materials. Reviews evaluations to make recommendations on rehiring faculty, makes recommendations for policy, assists in formulating class schedules, assists in establishing of budget for programs, acts as advisor for students regarding academic matters, and frequently exercises discretion and independent judgment in a variety of areas.

Examples of Work Performed
Coordinates with site personnel the admission and enrollment of students; maintains confidential records of all students enrolled in such courses. Counsels and advises current and prospective students concerning admissions, registration, course selection, and payment of fees and acts as liaison between the University and parents as necessary.

Coordinates the admissions and enrollment processes with appropriate personnel in the central University offices of Admissions, Financial Aid, and other affected administrative offices, and coordinates enrollment procedures; collects and deposits tuition and fees; prepares requests for refunds when fees are to be returned to students; resolves problems associated with checks returned due to insufficient funds.

Monitors and supervises the preparation of brochures, registration materials, pamphlets, and correspondence for mailing to prospective participants.

Interfaces with deans, department chairs, or other appropriate academic administrators to secure approval of enrollments and resolve problems arising from admissions processes.

Assists in preparing budgets for programs. Monitors and evaluates the budget for programs. Reviews bills and invoices and approves appropriate ones for payments; prepares purchases requisitions, receiving reports and other forms involved in the normal business operations.

Coordinates with various personnel to establish schedules of courses.

Recommends policy and procedure adjustments, and reviews evaluations of faculty to make recommendations for continued employment with programs.

Prepares regular and special reports reflecting enrollment trends, enrollment distributions, or other applications and enrollment data as requested.

Coordinates and participates in the maintenance of financial records for programs, continuing studies, and assigned externally funded projects or programs; ensures that income and expenses are charged to the appropriate project or program. Coordinates and participates in the preparation and distribution of printed or duplicated materials.

Coordinates the employment procedure and processing of payrolls for faculty.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and participates in the collection and maintenance of records associated with registration and enrollment.
2. Coordinates and participates in the collection of tuition and fee and the preparation and distribution of course materials.

3. Prepares reports reflecting enrollment distributions and other data.

4. Advises and counsels prospective and current students.

5. Advises in matters concerning budgets.

6. Recommends and implements changes in policies and procedures for more efficient operation of programs.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements for this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited college or university.

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.