

CONTRACT EDUCATION PROGRAM DEVELOPER

DEFINITION

Under the direction of the assigned administrator and with assistance from the Los Rios colleges, plans, develops and implements contract education programs designed to meet the needs of employers in the greater Sacramento area.

TYPICAL DUTIES

Meet with representatives of business, industry, governmental agencies, and professional organizations to respond to workforce performance training and education needs; develop performance improvement proposals to meet the education and training needs of local employers in business, government and industry; prepare, implement, coordinate, and evaluate contract education programs with business, industry, and government clients; prepare, use and analyze evaluation questionnaires and other assessment instruments; assist in conducting orientation sessions; maintain confidentiality of information and materials; serve as a liaison for business, government, and industry accounts; perform contract program monitoring and evaluation; write grants, cost benefit estimates, proposals, and contracts; act as a contact and resource person for off-campus instructors, students, employers, and staff; assist in establishing and meeting annual revenue goals; assist in the preparation of marketing and promotional materials; market the services of The Training Source to the employer community; maintain a library of materials and catalogs; assist in the preparation of class schedules, course registration packets, and reports; assist in locating and securing off-campus classroom sites; interview, hire and oversee training consultants and temporary staff; may assist with enrollment and course administration duties; perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Three years experience in the training development field; contract development and administration.

EDUCATION

Bachelor's degree in business, marketing or related field from an accredited institution.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF

Knowledge of organization and operation of outreach programs; performance based consulting practices; college contract education activities; curriculum development and instructional programs; procedures used for the development and distribution of marketing materials; sales/marketing practices and techniques; procedures in the development of survey materials; procedures for the development of class schedules, and class registration procedures; elements of correct English usage, spelling and vocabulary; letter and report writing; contemporary office practices; word processing, spreadsheet, presentation, communication and database software.

SKILLS IN

Skill in listening to what other people are saying and asking questions as appropriate; being aware of others' reactions and understanding why they react the way they do; adjusting actions in relation to others' actions; knowing how to find information and identifying essential information; communicating effectively with others orally and in writing as indicated by the needs of the audience; managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

Ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; meet schedules and time lines; assess, deliver, and evaluate programs to meet the performance needs of business and industry; maintain confidentiality of information and materials; analyze and solve problems; work well under the stress of multiple activities; communicate effectively both orally and in writing; compile data and prepare reports; maintain accurate and complete records; assist instructors in developing training curricula and evaluation materials; travel to various meeting sites to confer with employers, instructors, and other client and school representatives; operate a computer.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Equipment common to the field to which the position is assigned; current office technologies including computers, printers, faxes, telephones and copiers.