

JOB TITLE: COORDINATOR/ WORKFORCE CERTIFICATION

CLASSIFICATION: E1

REPORTS TO: EXECUTIVE DIRECTOR of CORPORATE & CONTINUING
EDUCATION SERVICES

SUPERVISION GIVEN: N/A

GENERAL PURPOSE AND SCOPE OF POSITION: The Coordinator of the Regional Workforce Certification will coordinate the certification operations. He/she will proctor certification exams, facilitate students who are studying online. And track certification data for the region. He/she will establish and maintain relationships with instructional staff and such agencies as are appropriate to further the goals of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinate the process of administering certification exams on through the Center
- Coordinate the process of students studying for certification exams at the Center
- Coordinate the scheduling of activities in the Center
- Assist in the hiring and coordinating of appropriate staff of the Center
- Assist in the development of training courses for certifications
- Assist in the marketing certifications and Center services in the Region
- Stay abreast of knowledge about certifications and certification providers
- Keep records of all certifications conducted in the region and other information as necessary to provide reports in a timely manner
- Participate in training as necessary to stay abreast of appropriate technical areas
- Coordinate the use of any certification workstations placed at outlying locations
- The above list of duties is not to be construed as an exhaustive list. Other duties logically associated with the position may be assigned.

EDUCATION AND EXPERIENCE:

Associate degree required; Bachelor's Degree preferred. Two (2) years related experience in one or more of the following areas: testing centers, information management, office management, database management, training, or education, A working knowledge of computers is essential. Must possess an ability and a willingness to travel in the performance of assigned duties.

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Campus Dean

Date

Approved by Human Resources

Date