Program Coordinator, Noncredit – Part-time, Nonbenefited
Division of Professional and Continuing Studies at University of Delaware

Position: Program Coordinator, Noncredit – miscellaneous wage (nonbenefited, part-time)
Location: Division of Professional and Continuing Studies, 501 South College Avenue, Newark campus
Deadline: Applications reviewed immediately upon receipt

The Division of Professional and Continuing Studies at the University of Delaware seeks a part-time, nonbenefited Program Coordinator to independently manage noncredit face-to-face and online continuing education programs on a variety of subjects. Courses are offered face-to-face throughout Delaware and the Delaware Valley, as well as nationally and internationally through its online offerings. This part-time position will be no more than 29 hours weekly and paid hourly (commensurate with education and experience).

Context:
Under the general supervision of the Director, Noncredit and Professional Programs, the Program Coordinator collaborates with the University and external/internal faculty, students and staff to market, manage, deliver and assess financially sustainable educational programs. Operating in a financially self-supporting model, the noncredit professional manages and delivers certificates, courses, conferences and workshops providing educational programs that benefit individuals, communities and organizations. S/he modifies the programs based on learning outcomes, operational evaluations and financial return on investment.

Duties and Responsibilities:
- Manage, deliver, and assess financially self-supporting noncredit professional development / continuing education conferences and programs, including but not limited to the certificate programs educational workshops and conferences.
- Develop and monitor individual budgets for each educational program. Oversee appropriate billing and expense payment and reconciliation.
- Work with instructional designers to assess technology needs for online noncredit course development and support.
- Develop, negotiate and manage various contractual agreements with faculty and vendors to meet educational program needs.
- Generate program management and financial reports for the use of director.
- Participate in professional development activities.
- Perform miscellaneous job-related duties as assigned by the supervisor.
- Adhere to University of Delaware standards, policies and procedures.

Qualifications:
- Bachelor’s degree, Master’s preferred in education, management, or a related field, and minimum three to five years of job-related experience.
• Experience in adult and continuing education in a postsecondary education setting preferred.
• Experience in project accounting, project management, and marketing preferred.
• Effective interpersonal and communications skills to work with internal and external stakeholders along with a comfort level working in an entrepreneurial environment in which self-direction is essential.
• Strong organizational abilities to coordinate multiple projects and meet time deadlines and skills in negotiation and consultative selling.
• Proficiency in word processing, spreadsheet and presentation software.
• Willingness to work weekends, evenings, and at out-of-town conferences on an as needed basis.

To Apply:

Please submit a cover letter, resume, and contact information for three references to:

pcs-hrnoncredit@udel.edu

Employment offers will be contingent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non Discrimination can be found at http://www.udel.edu/aboutus/legalnotices

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