**MOHAWK VALLEY COMMUNITY COLLEGE**
Utica and Rome, New York

**Position Guide**

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<td>Coordinator, Corporate</td>
<td>Executive Director, CCED</td>
<td>Center for Corporate and Community Education</td>
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<td>Training</td>
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**BROAD FUNCTION:**
Responsible for meeting the needs of diverse organizations by coordinating the development and delivery of selected credit and non-credit educational programs.

**MAJOR RESPONSIBILITIES:**

1. Work closely with representatives of business, industry, non-profit organizations and other clients to identify and prioritize needs.

2. Coordinate and manage training initiatives (including customized programs) to meet prioritized objectives.

3. Conduct marketing initiatives to increase enrollment. Contribute to the development and distribution of brochures and advertisements, both print and electronic.

4. Recruit qualified individuals to provide high-quality training. Track course progress and support success.

5. Ensure continuity in all aspects of service, logistics and educational integrity.

6. Collaborate on projects pertaining to workforce development and community growth. Identify and respond productively to emerging opportunities.

7. Assess training programs and make adjustments to ensure continuous improvement.

8. Maintain portfolio of programs and program proposals for multiple sources.

9. Track statistics, maintain databases and generate relevant reports.

10. Prepares statements of objectives, including a business plan.

**DATE**
April 2012

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11. Collaborate with internal and external colleagues as appropriate

12. Perform other appropriate duties assigned by the Executive Director.

**QUALIFICATIONS:**

Bachelor’s degree required; Master’s preferred. Successful experience in the development and maintenance of projects and partnerships required, along with excellent interpersonal, organizational and communication skills. Experience in meeting/conference planning, continuing education and public relations preferred.

**SALARY:**

Grade 3

**AFFILIATION:**

Professional

**TERM:**

12-Month