



CONTINUING EDUCATION TECHNICIAN

BASIC FUNCTION

Under the direction of an area administrator, translate and interpret documents, forms, recruitment flyers, registration forms, classroom materials, and instructor supplies and materials for continuing education classes. Plan, design, and schedule classes along with providing technical and clerical support for contract education, noncredit, community service and other special program classes.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification is responsible for performing a variety of technical duties in support of continuing education programs. The work requires exercise of judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Assist in planning and designing the continuing education, non-credit, and special community program class schedules. Confer with instructors and the administrator regarding course descriptions including times, dates, and locations. Prepare instructor packets of registration materials, instructor assignments and access, facility agreements and other documentation related to assigned programs and functions.
2. Assist students registering for classes, including collecting enrollment fees for processing through the Business Office. Complete necessary business forms and adhere to established business policies and procedures. Maintain records, communication with faculty and students, and payment systems.
3. Prepare and maintain budgets and produce reports related to assigned budgets. Create purchase orders for office supplies, equipment, instructional and other materials.
4. Prepare and distribute materials and reports. Design and produce information and promotional materials in Spanish/English. Manage and update web sites.

5. Schedule and proctor exams, such as the Automotive Service Excellence (ASE) Certifications Exams and Microsoft Office Specialist (MOS) Certifications Exams.
6. Assist students enrolling in specialized online classes including troubleshooting problems students may encounter. Prepare quarterly reports, such as the required DMV reports.
7. Evaluate community education programs on a periodic basis; evaluate class proposals; solicit feedback, recommendations, and evaluations from students relevant to the program, and recommend and implement changes to the program as needed.
8. Participate in meetings as assigned.
9. Provide training and supervision to students and temporary classified employees.
10. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Registration procedures related to assigned programs and functions.
- Oral and written communication skills in English and Spanish.
- Operation of computer and software applications.
- Modern office practices, procedures, and equipment.
- Financial and statistical record-keeping techniques.
- Principles of training and providing work direction.

Skills and Abilities To:

- Translate and interpret documents, forms, recruitment flyers, registration forms and classroom materials for campus and community site classes.
- Prepare correspondence and other written materials in Spanish.
- Collect and process fees.
- Operate a computer to enter and revise data, maintain records, and generate reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with minimal supervision.

Education and Experience:

Any combination equivalent to graduation from high school supplemented by specialized bilingual and biliterate training and two (2) years of relevant experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines. Some evening and weekend work may be required.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.