

# Classification Specification: Training and Outreach Coordinator

Classification Number: 69691  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Assists in the development, coordination, and promotion of programs. Manages logistics and daily financials. Maintains efficient management systems and records. Completes miscellaneous tasks not related to continuing education programs.

## Essential/Primary Duties

- Manages routine activities of the department, such as handling inquiries and requesting website updates. Serves as a liaison. Generates reports as needed.
- Manages daily financials including bookkeeping, budget requisitions, billing, accounts receivables, and processing registration income. Manages established department programs.
- Manages registration process.
- Accurately maintains the online program management system and other records and files. Coordinates program logistics including catering, room reservations, room setup, tabulating evaluations, program materials, communicating with students and instructors, and other related activities.
- Distributes promotions and may assist with production of promotional materials. Coordinates information for professional development programs.
- Coordinates contracts and service agreements and instructor documentation.
- May participate in public relations events.
- Manages program production schedule.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

None