



JOB INFORMATION

<i>Job Code:</i>	133105
<i>Job Title:</i>	Continuing Education Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Responsible for initiating, coordinating, monitoring and tracking continuing professional education programs and activities for a school, division, or area. Researches funding and sponsors for continuing educational activities or programs, provides guidance to assigned professionals about educational opportunities, and conducts needs analyses. Creates and maintains tracking systems for educational activities, ensures adherence to all relevant laws and regulations, and ensures that sources for educational materials, aids and needs are available for the program. Oversees marketing and information dissemination about the program activities, administers the budget, ensures continuous accreditation with relevant organizations, and coordinates in-house professional development opportunities. Expected to stay continually informed of developments in the field of continuing education.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Practical and administrative accredited education experience.
X		Experience in soliciting continuing education grant funds or donations from a wide variety of sources.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with current professional accreditation criteria.
X		Possesses working knowledge of professional standards, requirements and trends in educational opportunities in the area of specialty.
X		Demonstrated strong skills pertinent to team work, communication, analytic problem solving and education advocacy.
X		Demonstrated strong interpersonal, critical thinking and communication skills.
X		Knowledge of and functional competency with computers, software, data systems and other electronic devices and methods used to deliver educational programs.
	X	Practical and administrative accredited education experience in a university or other environment requiring on-going professional education or accreditation.

Licenses

Req	Pref	License(s)
X		valid California driver's license

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, coordinates and implements continuing education events and activities of varied duration and locations that provide knowledge and techniques to help professional personnel keep abreast of developments in their fields with the goal of increasing development and expertise. Oversees all aspects of continuing education events and activities from inception to completion such as program planning and scheduling, coordinating registration, venue and hotel services management, coordinating and managing local and guest faculty, solicitation and management of commercial supporters, instructional aids, billing, honoraria payments, expenses, audiovisual needs, appropriate course evaluations and data collection, and maintenance of records, etc. Establishes and communicates program priorities and deadlines to internal and external stakeholders. Serves as a community liaison and key resource for event and activity information. Resolves problems as needed.				
Researches and analyzes sources of funding and matches best funding sources to the specific educational event and/or activity. Produces an information packet for educational grant requests and/or distribution to potential sponsors/donors. Completes funding applications and budgets for submission to funding agencies and/or organizations. Prepares responses to Requests for Proposals, reviews agreements, and maintains proper educational grant documents for finance and accounting purposes.				
Provides guidance to others for educational events and activities and participates in the compilation and analysis of needs assessment data, development of description and program objectives for the educational events and/or activities and ensures that information presented is evidence-based and aligned with continuing educational objectives. Researches and identifies trends and needs on an ongoing basis. Conducts formalized needs assessments related to each activity.				
Develops and maintains information systems and procedures to facilitate the operations of continuing education activities.				
Interprets and ensures adherence to state laws, federal guidelines and other rules, regulations, and guidelines of related organizations.				
Develops and/or recommends strategies to ensure acquisition of appropriate venue, faculty, course materials and instructional aids for educational events and activities and/or marketing strategies and selection of promotional methods that will target the appropriate audience. Prepares course descriptions and write-ups that promote outstanding professionals and cutting-edge contributions to area of specialty. Determines size, layout, number and distribution of marketing pieces, as needed. Oversees design of marketing pieces in preparation for printing.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Administers budget(s). Gathers, analyzes and reports data. Monitors assigned budget lines and reports variances. Provides projections and recommendations, as requested. Provides financial reports, as required.				
Ensures continuous accreditation with required and relevant accredited professional organizations, as appropriate, that regulate and moderate professional education guidelines. Maintains processes and procedures for tracking and reporting of required elements for all accredited programs. Coordinates continuing education credit functionality across all activities to ensure seamless tracking and reporting of credits.				
Coordinates in-house professional development opportunities when available. Develops schedules, invites speakers, manages reimbursements and facilitates all aspects of presentation (e.g., audiovisual supporting, posting announcements, coordinating credit) as appropriate.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.