
Job Title	Program Coordinator
PVN ID	BA-1809-002706
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Continuing and Professional Studies
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Nov 05, 2018 (Or Until Filled)

General Description

Job Title: Program Coordinator*

Category: Administrative Services

Location: Baruch College | Division of Continuing & Professional Studies

About the Employer:

For more than 30 years, Baruch College's Division of Continuing and Professional Studies (CAPS) has served the diverse needs of businesses, their employees, and the community with courses designed by learning experts and taught by practicing industry professionals at worksites, online, and in our classrooms. As Baruch CAPS continues to expand, we seek to form advisory boards for all subject areas that we offer. In this way, we can ensure that we remain competitive in terms of our content, our marketing strategy, and our recruitment processes.

General Description:

The Professional Programs Area at CAPS is looking for a team-oriented **Program Coordinator**. Reporting to the Director of Professional Programs & Corporate Learning, the successful candidate will support the day-to-day operations of domestic business programs, private trainings, and international business partnerships at CAPS.

Primary Responsibilities:

Assist the Director of Professional Programs with:

- Implementing and developing new courses and certificates

- Managing internal and external partnership programs.
- Planning and execution of public and private trainings.
- Collecting and reporting program information related to students, faculty and partners.

Main responsibilities include:

- Research evolving market trends and update course content to meet growing needs of working professionals and industries in the New York Metropolitan area.
- Implement new programs by coordinating resources such as faculty, advisory boards and student feedback.
- Coordinating and participating in recruitment activities such as open houses and student events.
- Working with internal stakeholders on reports generation, the systematic tracking of enrollments and other data relevant to program development and assessment.
- Source, hire and maintain instructor pools across business disciplines in Professional Programs
- Acting as a team liaison between external clients and other departments of CAPS.
- Planning, prioritizing, and organizing work effectively to produce measurable results. Keeping current with and effectively applying new work methods, skills and technologies to complete work.

**Resumes must be accompanied by a cover letter*

Other Duties

Qualifications

The successful candidate will be resourceful, possessing strong work ethic and initiative.

- Bachelor's degree required. Master's degree preferred.
- Minimum of two years of experience in higher education working with a highly diverse faculty, staff, and student body.
- Must be detail oriented; possess strong interpersonal and organizational skills.
- Ability to work some nights and weekends for events.
- Ability to coordinate work with many different constituencies and to work effectively with individuals and groups.
- Ability to work independently and collaboratively in a fast-paced work environment.
- Strong computer skills. MS Office proficiency is required (MS Word, MS Excel, MS PowerPoint).