



POSITION NUMBER: 3905

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Continuing Education Specialist III
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: Bachelor's degree in a related field from an accredited institution as approved and accepted by the University of South Alabama and three years related professional experience. A master's degree in a related field may substitute for one year of the required experience.

ESSENTIAL FUNCTIONS: Identifies and analyzes educational/training needs of client groups, organizations, and the business community, translates the program ideas into specific program offerings with an identified target audience, manages the development, promotion and implementation of the program; develops course proposals to answer specific client needs; identifies and assesses instructional resources within and outside the University; coordinates the delivery of programs to include: scheduling, selecting, financial negotiation and contracting for physical facilities and instructional resources, identifying, collecting and distributing available educational materials; maintaining on-site visibility during programs, which may include nights and weekends, and evaluates each program for content and instructional performance; interacts with clients, instructors and students by telephone, e-mail, in person and in writing through the various phases of program design, planning and implementation; establishes and maintains a liaison with clientele of University's service area; prepares financial agreements, pays instructors, vendors, facilities and support personnel, initiates invoices for in-house programs; prepares program budget projections and financial analysis reports using calculator and PC; ensures sufficient revenues are generated to cover the direct expenses incurred by the program and an assessed portion of the department's overall operating expenses; negotiates settlement of program policies and prices; attends meetings and conferences that may require overnight travel; moves and sets-up audio-visual equipment and student materials weighing up to 20 lbs.; ability to work schedule as defined and overtime as required; regular and prompt attendance.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Center for Continuing Education
USA Brookley

OPEN AS OF: April 29, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER