Position Title: Professional Development Administrator

| Emp Class: A3 | Grade: G | Job Code: R2911 | Date Posted: August 2012 |

**POSITION SUMMARY**

Assists the Construction Institute in the planning, development, management, implementation and marketing of its professional Continuing Education Program which includes workshops and certificate programs for the Design, Construction and Facilities Management communities throughout the region and country. The University of Hartford Construction Institute (CI), is a non-partisan, self-funded professional association serving all segments of the commercial, industrial and institutional construction industry in Connecticut and adjoining states, by providing educational and informational services to the state’s construction and facilities management communities. This is a regular part-time exempt position.

**KEY RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Activity</th>
<th>% OF TIME</th>
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<tbody>
<tr>
<td>Oversees financial and programmatic record-keeping, including attendance records, progress toward certificate completions as well as payments to vendors and from participants. Coordinates the planning, development, organization and monitoring of the budget, detailing revenues and expenditures for the CI. Updates, analyzes, adjusts and maintains the overall budget to ensure accurate financial reporting. Prepares monthly, quarterly and annual statistical reports. Handles highly sensitive information with confidentiality and tact.</td>
<td>25%</td>
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<tr>
<td>Assists the Construction Institute in the planning, development, management, implementation and marketing of its professional Continuing Education Program. Assists in finding new potential markets and marketing opportunities for workshops.</td>
<td>20%</td>
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<tr>
<td>Establishes, cultivates and maintains effective working relationships with both internal and external constituencies. Organizes and implements workshops on the University of Hartford campus, in Fairfield County and at employer sites.</td>
<td>20%</td>
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<tr>
<td>Works collaboratively with institute staff and appropriate committees to assist in the design and distribution of all marketing print materials as well as workshop advertising to enhance the overall image and reputation of the CI among external audiences.</td>
<td>15%</td>
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<tr>
<td>Cultivates and maintains effective relationships with corporate clients, organizations and individuals in an effort to raise revenue for the CI and the Center for Professional Development through the development of new business.</td>
<td>10%</td>
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<td>Coordinates with accrediting bodies, such as the AIA and New York State, to ensure professional credentials are awarded to CI participants, as appropriate.</td>
<td>5%</td>
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<td>Maintains awareness of trends and advances in the field of Professional and Continuing Education through participation in relevant professional organizations. Attends conferences and meetings to promote and ensure continuing professional development. Attends monthly Education Committee meetings, working with the chairperson to develop agendas as well as take and distribute minutes.</td>
<td>5%</td>
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<td>Performs other related duties as assigned.</td>
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*Indicates an "essential" job function.*

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

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# Job Description

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## WORKING CONDITIONS

| Normal office situation | Requires travel, excluding overnight stays |

## PHYSICAL EFFORT

| Typically sitting at a desk or table | Typically standing and/or walking |
| Intermittently sitting, standing, stooping | Light lifting or carrying 25 lbs. or less |

## KEY JOB REQUIREMENTS

### Formal Education:
Bachelor's Degree required.

### Work Experience:
3 years to < 5 years

### Impact of Actions:
Makes recommendations or decisions which usually affect the entire department.

### Complexity:
Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

### Decision Making:
Varied: Supervisor is available on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.

### Internal Communication:
Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.

### External Communication:
Requires regular contacts with external persons of importance and influence. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.

### Customer Relations:
Contact with customers is face-to-face or over the telephone for directly selling/representing a variety of products and capabilities.

### Managerial Skills:
Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

### Knowledge & Skills:
Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management). Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.

### Special Skills:
*The ability to work effectively with diverse groups.*

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