

Program Coordinator, EPIC Department  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=238458>

Downloaded On: Jul. 2, 2024 11:44pm

Posted Jul. 2, 2024, set to expire Jul. 5, 2024

**Job Title** Program Coordinator, EPIC Department  
**Department**  
**Institution** Truckee Meadows Community College  
Reno, Nevada

**Date Posted** Jul. 2, 2024

**Application Deadline** 07/28/2024  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5369847>

**Apply By Email**

**Job Description**

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**Program Coordinator, EPIC Department**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

**About Us**

## Program Coordinator, EPIC Department Truckee Meadows Community College

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At Truckee Meadows Community College (TMCC), we take pride in our long-standing commitment to lifelong learning and community enrichment. For approximately 50 years, we have been a cornerstone of non-credit education, offering personal enrichment and professional development programs to the vibrant Reno community. Our program, now known as "EPIC" (Educational Programs Inspiring the Community), continues to inspire, educate, and connect people through a diverse array of fun and engaging courses. With a seasonal reach of over 40,000 households, we are dedicated to making education accessible and enjoyable for everyone.

### The Opportunity

Are you passionate about community education and eager to bring innovative ideas to life? TMCC's EPIC program is seeking a creative and motivated Program Coordinator to join our team. In this role, you will have the opportunity to shape and expand our diverse range of non-credit classes, from Arts and Fitness to Driver's Education and Photography. Your creativity and organizational skills will help us continue to offer top-notch educational experiences to our community. One of our long-term Program Coordinators put it best: "This could be the best job you'll ever have." Join us for a fun and fulfilling journey!

### Why TMCC EPIC?

- **Impactful Work:** Play a vital role in enriching the lives of community members through education.
- **Collaborative Environment:** Join a supportive team dedicated to innovation and excellence.
- **Fun and Fulfilling:** Experience the joy and satisfaction of a job that is both rewarding and enjoyable.

### Key Responsibilities

- **Program Development:** Design and implement a variety of non-credit courses, ensuring each aligns with community interests and educational goals.
- **Instructor Engagement:** Actively recruit and onboard instructors, providing them with the necessary support and training to succeed. You'll navigate diverse personalities and build strong professional relationships.
- **Course Management:** Oversee class scheduling, description development, registration fee setting, and classroom allocation.
- **Administrative Support:** Help with student registration, payment processing, refunds, and class transfers while maintaining accurate records in our CRM system. Be prepared for desk time, as

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data input is a crucial part of this role.

- Community Outreach: Attend community events to foster relationships, recruit new instructors, and promote our programs.
- Events: Assist in planning and executing department events, including the family-favorite, "Royal Father Daughter Ball."
- Strategic Contribution: Collaborate with the department's director on strategic planning and budgeting.

## Who You Are

- An Entrepreneur in Spirit: You blend creativity with a business mindset, driving innovation and successfully selling new ideas to both the community and potential instructors.
- Detail-Oriented: You have a keen eye for detail, ensuring every aspect of class management is executed flawlessly.
- Community-Focused: You are enthusiastic about connecting with the community and understand the importance of fostering relationships.
- Art Enthusiast: You have a passion for the arts and a desire to share that passion with others.
- Adaptable: You are comfortable working with a diverse population and can meet a variety of needs effectively, including managing interactions with a range of instructor personalities.
- Fun-Loving: You bring energy and enthusiasm to your work, making the process enjoyable for everyone involved.
- Tech-Savvy: You are proficient in using CRM systems and enjoy guiding others in using these platforms.

## Qualifications

### Minimum:

- Bachelor's degree from an accredited institution and three (3) years of experience in business development, management, sales, training development, course development, or event management,**OR**
- Associate degree and five (5) years of relevant experience.

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**Preferred:**

- At least 1 year of experience supervising and managing staff.
- Experience in fiscal management.

**Major Responsibilities**

- Manage the development and implementation of all assigned course categories.
- Evaluate both established and new programs each session by analyzing data on registrations and profitability. Use these insights to make data-driven decisions about course frequency, identify trends, and optimize logistics to ensure growth and profitability.
- Support marketing and advertising efforts for EPIC services.
- Supervise part-time instructors for EPIC classes.
- Perform additional duties as assigned by the supervisor or management.

**Work Schedule**

Typical hours are Monday through Friday, 8:00 am to 5:00 pm, in the office. Flexibility may be required based on organizational needs.

**Salary and Benefits Information**

Salary: \$59,186 - \$73,983 initial salary placement will be dependent on education level and years of experience

**Perks of Working at TMCC**

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and

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qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.

- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

**Exempt**

Yes

**Full-Time Equivalent**

100.0%

**Required Attachment(s)**

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**In order to be given full consideration all of the following must be attached to your application.**

**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

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## Application

In your cover letter, please address the following questions to help us better understand your fit for the Program Coordinator role at TMCC's EPIC department:

- Creativity and a strong connection to the community are essential for this role. Please provide an example of a new program or course you would propose for the EPIC department at TMCC. Explain why you think it would be popular with our community and how you would go about recruiting a guest instructor to teach it.
- Community engagement is a vital part of this role. Can you share an experience where you successfully promoted a program or event to a community audience? What strategies did you use, and what were the results?

## Posting Close Date

07/28/2024

## Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

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**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/Program-Coordinator--EPIC-Department\\_R0143364-1](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/Program-Coordinator--EPIC-Department_R0143364-1)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

## Contact Information

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

## Contact

N/A

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