

Program Manager, Community Education - Kids at
College
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255405>

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Posted Apr. 4, 2025, set to expire Aug. 1, 2025

Job Title	Program Manager, Community Education - Kids at College
Department	
Institution	Lee College Baytown, Texas
Date Posted	Apr. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Program Manager, Community Education - Kids at College

Salary: \$56,827 - \$65,353

Job Type: Full-Time

Job Number: FY2300465

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$56,827 - \$65,353. The initial salary offer is commensurate with education and related work experience.

Under the supervision of the Executive Director, Workforce & Community Development, this position will manage and implement the development, delivery, scheduling, maintenance, and marketing of kids at college camps, programs, and leisure learning opportunities for individuals of all ages seeking lifelong learning opportunities. This position is also responsible for business development, and the instructional and operational aspects of open enrollment or grant-funded courses, including recommending for hire and providing oversight of instructional staff; developing, reviewing, and selecting curricula; monitoring and scheduling classes; maintaining applicable credentialing documents; securing classroom locations, equipment, and textbooks; student advising; producing enrollment and revenue statistics, and sales and marketing of programs and courses.

Essential Duties & Responsibilities

Program Development & Administration

- Develop, implement, and monitor new programs based on community and business needs and input; in accordance with college policies, procedures, and goals; and when appropriate, in alignment with professional continuing education requirements.
- Coordinate schedule creation and course delivery activities in accordance with program needs and in compliance with established policies and procedures.
- Plan and execute programming suitable for children Kindergarten to High School Seniors Escort outings and activities as appropriate.
- Plan and execute programming related to online, 3rd party vendor-delivered training.
- Develop, implement, and monitor new programs based on community and business needs and input.
- Recruit, screen, hire, supervise, and evaluate instructors.
- Develop and track course/program budgets; ensure expenditures are in compliance with the Center's policies, and ensure activities conducted remain within the approved operating budget.
- Collaborate with other administrators to prepare courses/programs delivery.
- Resolve student and faculty issues.
- Maintain CEU course and instructor files as required by THECB, SACS, and applicable credentialing agencies.

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Business Development

- Promote courses and programs to increase enrollment and community awareness in accordance with Lee College's and the Center's marketing plan.
- Maintain contracts with third-party providers and testing associations.
- Develop and maintain relationships with industry professionals, community leaders, and other relevant stakeholders.
- Manage and analyze customer relations data to track program status and produce sales management reports.
- Assist with the development and implementation of department procedures, goals, strategic planning, and marketing initiatives.

Additional Duties & Responsibilities

- Collaborate program information related to registration with Business Operations Manager and staff
- Resolve student and faculty issues
- Plan and coordinate special events/workshops
- Assist with registration and answering phones as needed
- Represent the Center at college and community events
- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's (or higher) degree in business management, child development, or a related field
- Three (3) years of cumulative experience in managing community education, professional continuing education, staff development, or similar instructional programs
- Three (3) years of experience in education or the development and marketing of Community Education instructional programs and courses related to professional licensure requirements
- Able to effectively engage inside and outside sales methods, including prospecting, developing

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- and delivering public presentations, and negotiating performance terms and deliverables
- Knowledge of communities Lee College serves
 - Detail-oriented with a strong ability to multitask and meet critical deadlines
 - Demonstrated proficiency with project coordination and/or scheduling
 - Manage, organize, and communicate information of varying technical complexity
 - Able to work individually with limited supervision and collaboratively with diverse populations/groups/teams
 - Demonstrated ability to manage, organize and communicate information of varying technical complexity
 - Knowledge of college systems and operations
 - Excellent interpersonal and problem-solving skills, both written and oral
 - Demonstrated knowledge of business management basics
 - Exceptional computer skills, including experience with Microsoft Office Suite
 - Able to efficiently navigate and effectively use the internet for research and other forms of communication
 - Friendly, courteous, service-oriented, and enjoy working with a variety of people
 - Act with discretion and maintain confidentiality
 - Regular travel throughout the Lee College service area and Greater Houston Region
 - Must be available to work evenings and weekends as needed

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4733661/program-manager-community-education-kids-at-college>

Contact Information



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

Contact

N/A

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