



Staff Vacancy

POSITION: Sales & Program Coordinator

EEO# BO 11-16

RESPONSIBILITIES:

The position is primarily responsible for the development of new programs for present and prospective clients in addition to selecting existing programs for new markets. The Sales and Program Coordinator will review current market research and industry trends, market data collection (including customer demographics and purchasing history), and build successful relationships with new and existing corporate clients and customers to accomplish the Department of Continuing Education's mission and goals.

Sales Responsibilities:

1. Plan and direct activities to secure and maintain underwriting of professional development.
2. Analyzes and projects periodic goals for professional development.
3. Reviews reports, periodicals and other materials to identify prospective funding sources.
4. Serves as liaison with other staff regarding underwriting.
5. Identifies prospective corporate funding sources for proposed professional development.
6. Confers with staff to plan and develop professional program instruction and delivery.

Program Responsibilities:

1. Work collaboratively in the creation and delivery of professional development programs.
2. Identify, interview and secure high caliber instructors.
3. Develop budgets for professional development programs.
3. Work with Continuing Education staff and additional departmental staff on room and facility requirements for each client.
4. Work with Continuing Education staff to develop processes for data mining and responsive measures for reporting and decision making.
5. Perform related duties as necessary to support the Department of Continuing Education's missions, goals and objectives.

QUALIFICATIONS:

Minimum of a Bachelor's degree or possess real world experience in sales, program coordination and development. Experience as a trainer/facilitator preferred. Demonstrated ability to manage processes needed to deploy resources on a complex and demanding schedule. Must be able to work independently and collaborate with small and large teams. Must be outgoing, charismatic and enjoy meeting with new people. Applicant must possess effective written and verbal communication skills. Applicant must have knowledge of Microsoft Word, Excel and Outlook.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: ASAP

APPLICATIONS:

Applicants should send a cover letter, resume and the names and contact information of three references to:

Dawn Provost, Interim Director
Department of Continuing Education
University of Louisiana at Lafayette
PO Bx 43601
Lafayette, LA 70504
dawn@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>