



LIM College – Where Business Meets Fashion is currently seeking candidates for the position of **Continuing Education Coordinator**.

The Continuing Education Coordinator will have an entrepreneurial approach to higher education for adults and is responsible for the coordination and monitoring of programs that target non-traditional students. Responsibilities include the coordination and implementation of the Professional Certificate Program, the Bachelor Degree Completion Program and custom corporate training offerings; refining policies, processes and procedures for prior learning assessment; managing the student service process for non-traditional learners; monitoring student progress toward academic goals; and, working with College staff and faculty to develop and evaluate continuing education programs.

Requirements: The person selected will have the following qualifications:

Minimum Required Qualifications:

- Bachelor's Degree required
- Experience in Adult and Continuing Education is essential
- Applicants should possess three (3) to five (5) years of experience in the area of continuing and/or professional education at a higher education institution; with success at coordinating, implementing and evaluating academic programs in a variety of delivery modes
- Ability to communicate a service-oriented attitude with ability to relate to academic and business communities

General Preferred Qualifications:

- Master's Degree preferred
- Evidence of entrepreneurial and strategic thinking
- Superior analytical, written and oral communications skills
- A commitment to collegiality
- Distance learning experience and a good understanding of technology in higher education

Please visit our website at www.limcollege.edu and click on "Careers @ LIM" for further information about the position and information about our competitive benefits package.

For consideration, candidates are required to submit a cover letter, resume or C.V. and the contact information of three professional references to:

Britta H. Hahn
Human Resources Coordinator
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