

JOB INFORMATION

Effective Date	7/26/2023
Job Code:	2253
Job Title:	Director, Professional/Continuing Education (PACE)
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Administrative Support
Job Family:	Business Affairs
Job Summary	The Director, Professional and Continuing Education (PACE) identifies, creates, coordinates, and implements the professional and continuing education opportunities for adult learners seeking to enhance their education or gain a credential through non-credit instruction. The Director is expected to identify and cultivate external partnerships with educational, business, and industry partners which lead to continuing education initiatives, programming, and training. The Director will collaborate with UHCL's Colleges to create professional and continuing education initiatives to promote corporate and community partnerships on the Pearland campus.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Education, or a related field.	Required	
Master's Degree	Degree in Higher Education, Marketing, Public Relations, Business, Training, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of five years of experience creating, coordinating, and marketing continuing education programs.	Required	
Some	Experience in educational partnerships and teaching professional and continuing education classes.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Project Management Institute Professional (PMI-P)	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of continuing education programs, initiatives, and community engagement best practices.	Proficient
• Knowledge of program objectives and budget management associated with those objectives.	Proficient
• Understanding of specific requirements for PACE in a variety of professions.	Proficient
• Ability to effectively use PC software applications in a Windows environment.	Proficient
• Must have professional oral and written communication skills appropriate to the specific profession.	Proficient
• Ability to build community partners and match their requirements to university resources.	Proficient
• Ability to work independently with minimal supervision.	Proficient
• Ability to interact effectively with diverse internal and external constituents.	Proficient
• Ability to exercise discretion and independent judgment and act upon decisions within scope of delegated authority.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Identifies, develops, and promotes professional and continuing education training initiatives, needs and opportunities through community engagement with educational, business, and industry partners.	40%
• Directs marketing of professional and continuing education initiatives and programs through partnerships with corporations, IHEs, community groups, and other appropriate organizations to advance these opportunities at the Pearland Campus.	25%
• Develops budget recommendations and manages budget allocations for the development, implementation, and marketing of professional and continuing education programs.	20%
• Collaborates with UHCL's colleges to create professional and continuing education opportunities and initiatives to promote corporate and community partnerships at the Pearland Campus.	10%
• Performs all other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
10%	Travel as needed for professional events.