

### JOB INFORMATION

Job Code	CA09A
Job Description Title	Admstr I, Instructional Outreach Programs
Pay Grade	OP06
Range Minimum	\$37,210
33rd %	\$43,410
Range Midpoint	\$46,510
67th %	\$49,620
Range Maximum	\$55,820
Exemption Status	Exempt
Approved Date:	6/4/2024 11:03:36 AM
Legacy Date Last Edited	4/13/2018

### JOB FAMILY AND FUNCTION

Job Family:	Outreach Programs
Job Function:	Community Engagement

### JOB SUMMARY

Plans, coordinates, delivers and manages outreach or extension educational services and programs to accomplish outreach goals and objectives including communications, education, research, community assistance and quality management. For positions where the instructional role constitutes less than half of the job responsibilities, utilize the job code CA06 for Administrator, Outreach Programs.

### RESPONSIBILITIES

- Develops and delivers non-academic credit instructional training tailored to the needs of targeted groups, ensuring that the content is engaging and informative. This includes creating comprehensive lesson plans, sourcing or creating educational materials, and evaluating the effectiveness of the training provided.
- Designs and implements a comprehensive non-academic curriculum that supports the goals of the outreach programs. This involves researching the latest educational trends, aligning the curriculum with program objectives, and continuously updating the content to reflect the evolving needs of the clientele and the industry standards.
- Develops and coordinates outreach programs for targeted groups; assesses program needs, organizes program material; evaluates program success. Meets with clientele to define needs or problem areas.
- Assists in the development of or develops marketing plans and publicity materials for distribution to target audience.
- Manages and assists in the development of budgets and maintains financial records related to a specific activity, project or service.
- Develops and maintains database and/or website related to a specific activity, project or service.
- May research, prepare, and/or write grants, applications and fundraising proposals to sources at local, state and national levels.
- May conduct research for an activity, program or service and writes articles and reports and develops strategies and avenues to disseminate the information and research.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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### MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in discipline related to program.	and	0 years of	Experience in the design, implementation, delivery and management of educational programs/services	
Master's Degree	A Master's degree may be required for positions requiring specialized knowledge.				

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Some positions may require content specific certification and licensing.	Upon Hire	Required	

### REQUIRED PRE-EMPLOYMENT SCREENINGS

Drug Screening

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

# WORKING ENVIRONMENT

Working Condition	Never	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			

## Vision Requirements:

Ability to see information in print and/or electronically.