



Job Description

Position Title	Coordinator, Center for Pedagogical Excellence (CPE)
Job Grade	M3
Department	Center for Pedagogical Excellence
Reporting To	Director, CPE
Date	November 2017
Type of Position	Full Time

POSITION DESCRIPTION

Coordinator, Center for Pedagogical Excellence (CPE) is responsible for assisting in the analyses of academia training needs, developing curriculum and where required delivering courses. The training coordinator shall further assist his/her supervisor in evaluating the trainee for effectiveness of training and individual employee growth. And shall also be responsible for development of reporting for measurement of training needs and results.

DUTIES AND RESPONSIBILITIES

- ✓ Collate and maintain data about faculty credentials and training;
- ✓ Assist with the development of training materials;
- ✓ Develop and publish content for CPE newsletters and blogs;
- ✓ Prepare data reports;
- ✓ Assist with the day-to-day operations;
- ✓ Manage CPE calendar and scheduling of CPE spaces;
- ✓ Consults with various stakeholders to assess training needs.
- ✓ Assist in the development, implementation and delivery of training programs for varying levels of individuals within the academia.
- ✓ Documents procedures for the department.
- ✓ Assists in developing and maintaining continual education support materials to be used for reference once training has been completed.
- ✓ Assists in continually evaluating training progress and training procedures to monitor and analyze course effectiveness and update curriculum as needed.
- ✓ Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's Degree required
Required Experience	✓ 3 years' progressive experience in an office setting ✓ Experience in academic administration highly preferred

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Msoffice Suite	High
2.	Project management experience	Medium
3.	Research skills	Medium
4.	Comfort in academic climate	Medium
5.	Desktop publishing	Low
6.	Business Acumen	Medium
7.	Communication.	High

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8.	Global & Cultural Awareness.	High
9.	Relationship Management	High

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