

Job Description

Position: PROGRAM COORDINATOR	Classification/Rank:	IPL:
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Summary of Work Activities and Responsibilities:

As AGSB-CCE partners with additional corporate universities, there is a need to hire a Program Coordinator to assist the Program Manager in the training delivery to provide direct, close-in support to faculty/resource person and participants before, during the actual training and after the conduct.

Aside from the above, he/she will provide training assistance for public training accounts handled by the center.

Main Duties and Responsibilities

PROGRAM/TRAINING ASSISTANCE

PRE-TRAINING TASKS:

1. Coordinates with the Program Manager on course scheduling and RP assignment,
2. Identifies support services requirements of the program/courses and coordinate relay to parties concerned,
3. Prepares training rooms, equipment, supplies and ordering of meals prior to course run,
4. Assists the resource person in the preparation of presentation materials and prepare the course handouts for participants prior to course run,

ONSITE ASSISTANCE:

5. Assists the resource person during class conduct in the preparation of presentation materials and prepare the course handouts for participants
6. Monitors participants' engagement in reference to attendance and course requirements submission,
7. Observes the facilitator during class conduct and provide sound feedback using the faculty observation form or equivalent
8. Manages communication to and from the participants and the resource person during and after the course run,
9. Facilitates examination to the participants as lead proctor

POST-TRAINING TASKS:

10. Prepares a post course observation, evaluation summary and actual expense reports after each course,
11. Prepares post-course documentation for successful participants who have completed the program and enforce graduation/culmination requirements
12. Checks the exam answers of the students based on the key to correction provided
13. Prepares a summary report of the exam results and be ready to provide sound observations and recommendations based on the results of the exam.
14. Assists in the Application Activity and Project presentations in terms of preparation of materials and venue, documentation and other requirements of the Technical Adviser.

<p>OTHER RELATED TASKS:</p> <ol style="list-style-type: none"> 15. Documents meetings related to partner unit. 16. Works with the Program Manger in reviewing the course design and ensure incorporation of the feedback, revisions or updates. 17. Sources reference materials to aid Course Designer in the development of the course design 18. Provides sound feedback and recommendations to improve the program and the processes 19. Provides related research/study results and analysis to improve the program and the processes 20. Performs other tasks as instructed by the Program Head and or Program Manager 	
<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • <i>Good oral and written communication skills</i> • <i>Great planning, coordination and organizational skills</i> • <i>Exemplary logistical preparation skills</i> • <i>Great decision-making, problem solving and analytical skills</i> • <i>Strong relationship building/interpersonal/people skills</i> • <i>Highly experienced in training cycle background (pre, during and post)</i> • <i>Has knowledge of Training and Organizational needs analysis</i> • <i>Has keen sense of details</i> • <i>Has great working knowledge of powerpoint presentation (using MS Powerpoint) and data tools such as MS Excel</i> 	
<p>Education and Experience Requirements:</p> <ul style="list-style-type: none"> • College graduate, preferably BS Psychology, Education or Human Resources • At least two years relevant work experience 	
<p>Direct reports</p> <p>Reports to: Program Head and Program Manager Indirect reporting: CCE Executive Director, Director/s of AIDE and other Business units Coordinates with : Corporate Universities partners, Sales and Marketing Group, Training Services Group, Admin Services Group, AGSB Rockwell Staff</p> <p>Supervises the following: Program Assistant/s</p>	
<p>Updated by</p> <p>Jasel Rubie Reyes Corporate Universitiesand AIDE Group Head AGSB-CCE</p>	<p>Date updated</p> <p>November 08, 2017</p>