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Collin College Jobs — Continuing Education Program Assistant — Dallas, TX, USA

Description

A Continuing Education Program Assistant focuses on college workforce and continuing education, an area worth understanding when considering Collin College Jobs in Dallas, TX, USA. Daily tasks can range from organizing short course enrollments to tracking instructor session schedules and updating participant completion paperwork. Experience with continuing education, enrollment, or training records can help build confidence in this type of work.

Responsibilities

- Organizing short course enrollments.
- Tracking instructor session schedules.
- Updating participant completion paperwork.

Qualifications

- Working familiarity with continuing education and enrollment.
- Comfortable with organizing short course enrollments and checking details before handover.
- Works carefully with sensitive information and follows established procedures.

Experience

A work, internship, or coursework background involving training records can support this career track.

Skills

continuing education, enrollment, training records, Continuing Education Program Assistant

Career Information

Explore Collin College career and organization information to find current openings and application instructions.

Hiring organization
Collin College

Employment Type

Industry
Education & Student Services

Job Location
Dallas, TX, United States

Date posted
November 18, 2026

Valid through
2026-11-23