

Program Manager of Continuing Studies

1

Key Aspects

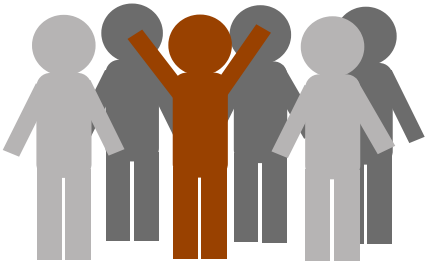
- Provides students with a job after school
- Offer part time programs & post grad permit
- Focuses on hiring instructors, budgeting, marketing
- Accountable for how much programs make and lose



2

Skills

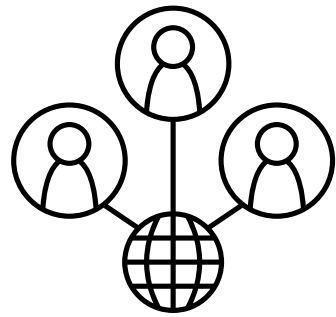
- Leadership
- Organization
- Communication
- Financial Management



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Successes

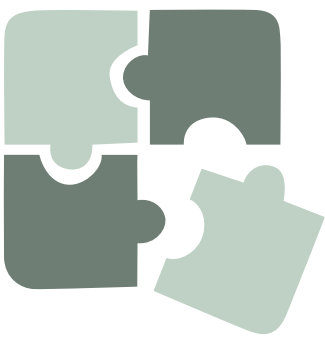
- Funding provided from government
- Getting job prospects
- Networking - connecting with new people
- Hands on experience
- Paid internships



4

Challenges

- Dealing with academic dishonesty
- Worrying about financial goals & deadlines
- Have to be on top of business processes (technology, eClass, registration systems)



5

Additional Resources

- RIIPEN: connects real world and education together
- Received money from the government for these projects
- Helps for a range of areas
- Announcing a grant for international students

