Job Description

Job Title:	Assistant Director High School Programs	**Grade:**	L
Department:	Enrollment and Student Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assist the Director in planning, implementing and assessing activities, initiatives and programs related to the recruitment of high school students to Central Piedmont Community College. Supports the college's enrollment recruitment, retention and marketing strategies and initiatives.

Characteristic Duties and Responsibilities:

1. Oversees and coordinates the Anthony Foxx Scholars relationship at West Charlotte High School (sponsored through the C.D. Spangler Fund).
2. Assists in coordination and planning of the Minority Male Mentoring program.
3. Organizes, leads and coordinates the CPCC Summer Bridge program.
4. Assists in the supervision of staff by setting priorities, assigning tasks, monitoring and reviewing projects and distributing relevant information. Consults and provides input on hiring, performance reviews and training of staff.
5. Researches and develops alternative funding sources, including CPCC Foundation, for scholarship opportunities.
6. Fosters relationships with high school representatives, including but not limited to principals, assistant principals and guidance counselors, to promote CPCC.
7. Represents the Director when necessary at various committees, councils and other internal meetings and manages the department's operations in the absence of the Director.
8. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. March 2010

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Reporting Relationships:

Direction Received: Reports to the Director High School Programs

Direction Given: Direct supervision and evaluation of work as first-line supervisor for assigned staff

Minimum Requirements:

Bachelor's Degree from an accredited college or university, completed coursework at the graduate level preferred, and 3 years of related work experience, supervisory experience preferred.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of the college's policies and procedures

Knowledge of student recruitment practices and awareness of current trends of high school students

Knowledge of North Carolina residency requirements, the college's admissions and enrollment policies and procedures

Ability to make presentations to groups of students, faculty and staff

Basic knowledge of budget management theories and practices

Supervisory and leadership skills

Problem solving and multi-tasking skills

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment

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