Job Description

Job Title:	Associate Dean Corporate and Continuing Education Levine	**Grade:**	N
Department:	Corporate and Continuing Education	**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:

Supervises the activities of the Corporate Education staff and manages the daily operations of the Industry Program supporting the start-up training function for business clients.

Characteristic Duties and Responsibilities:

1. Selects, supervises, and trains employees; assigns tasks, monitors and evaluates performance and makes recommendations regarding disciplinary actions.
2. Develops and implements the goals and business strategies of the Corporate Education Team.
3. Monitors progress of projects to ensure that all deadlines are met; reviews finished tasks to ensure that all necessary charges are made.
4. Oversees the daily operations of unit and assists in developing and implementing internal policies and procedures.
5. Provides administrative support and counsel to the Dean.
6. Assists new industry clients; answers inquiries and provides detailed information and interprets policies regarding program.
7. Consults with clients and determines their training needs; develops programs to meet these requirements.
8. Develops proposals and presentations to support the business objectives of the team.
9. Reviews and evaluates activities of program; recommends improvements and modifications.
10. Serves as liaison; participates in a number of cross functional teams within the unit.
11. Develops and administers the program budget; reviews program budget requests from staff and participating departments; approves expenditures and budget changes; prepares reports for supervisor.

Reporting Relationships:

Direction Received: Reports to Dean of Corporate and Continuing Education.

Direction Given: Management of the operation of a department or major function with activities typically coordinated through administrative personnel above the level of first line supervisors or through persons having mid to upper level management or professional

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Minimum Requirements:

Master's Degree from a regionally accredited institution in Management, Adult Education, MBA, MPA or related field; five years training or educational experience and three years strong management and supervisory experience required.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of higher education administration.

Knowledge of budgeting.

Knowledge of training.

Supervisory skills.

Working Conditions:

Typical office environment.

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.
Updated June 2006