

**Job Title:** Associate Dean Project Management**Grade:** N**Department:** Instruction**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:**

Manages and coordinates projects in the Instruction Unit. Performs analysis on feasibility of new projects, identifies necessary resources and develops implementation plan. Develops strategic financial plan for Corporate and Continuing Education and oversees its finance and budget.

**Characteristic, Duties and Responsibilities:**

1. Provides leadership to Corporate and Continuing Education and develops strategic plan for critical cross functional processes.
2. Oversees the finances and budget of Corporate and Continuing Education programs and initiatives.
3. Analyses and track self supporting and occupational extension goals/budget to ensure increased efficiency and effectiveness.
4. Leads management team to identify new program and market opportunities that reflect ongoing market trends and needs.
5. Evaluates the feasibility of proposed programs and initiatives; researches and identifies sources for funding; develops and leads implementation.
6. Tracks status of on-going projects; analyzes issues and challenges; coordinates with project team members to ensure projects are successful implemented and on time.
7. Serves as a member of the Learning Council to maintain up-to-date communication, and to assist with operational issues.
8. Serve as a resource for faculty, staff and administrators for questions and concerns related to new programs or initiatives in Instruction Unit.
9. Facilitates cross-departmental and cross-campus cooperation and alliances.
10. Work with other emerging issues arising through the Office of the Vice President of Instruction regarding instructional matters.
11. 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.

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**Reporting Relations:****Direction Received:** Reports to the Associate Vice President for Learning**Direction Given:** Direct supervision and evaluation of work as a first-line supervisor over administrative support staff**Minimum Requirements:**

Requires broad or in-depth knowledge normally acquired through a Master's degree in Education Administration, Curriculum/Instruction or Business Administration or related field. Five years of work experience in the areas of instruction or academic affairs at a higher education institution

**Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of state and county policies, procedures and practices, including funding sources

Project management skills, organizing resources and establishing priorities

Leadership skills

Program planning, development, implementation and assessment skills

Ability to plan, coordinate and implement college level programs

Strong intellectual ability and critical thinking skills

Ability to communicate clearly, oral and written

Ability to work successfully in a diverse environment and across disciplines

**Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out of town for meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse