



## Job Description

<b>Job Title:</b>	Director of Financial Services Institute	<b>Grade:</b>	M
<b>Department:</b>	Corporate and Continuing Education	<b>FLSA:</b>	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:**

Plan, organize and direct the instructional and administrative activities of the Insurance, Real Estate and Banking areas for Corporate & Continuing Education. Provide program leadership that will ensure a quality training process. Provide highly responsible staff support to the Dean and Associate Dean. Coordinate assigned activities with other continuing education divisions.

### **Characteristic Duties and Responsibilities:**

1. Participate in the development, planning, recommendation, implementation, and administration of goals and objectives and policies and procedures; develop and recommend new or modified programs, courses, policies and procedures; support and instructional initiatives of Continuing Education and the college.
2. Provides management and leadership to multiple program areas; recommends and develops new or modified programs and courses.
3. Plans and manages budgets for all assigned program areas. Participate in the development and administration of the divisional budget; forecast and recommend funds needed for staffing, equipment, materials, and supplies; monitor and recommend approval of expenditures.
4. Works collaboratively with Marketing Services to develop and implement comprehensive marketing plans for all assigned programs. Works with the Contract Training Services team to promote offerings and secure corporate client contracts. Coordinates the activation of advisory committees. Makes presentations to potential clients.
5. Serves as the primary departmental contact and liaison with corporate clients for the purposes of recommending training, assigning facilitators and instructors, and negotiating contracts; develops and delivers comprehensive proposals to serve clients' needs for training and development of their employees.
6. Builds and maintains vendor partnerships, instructor and other internal and external relationships; provides guidance and acts as a liaison to internal departments.
7. Participates in monitoring and coordinating the development a visibility of training courses and programs; ensures that courses and programs reflect current practices and comply with policies and procedures, goals and objectives.
8. Develops, reviews, recommends for approval and monitors the use course outlines, materials and textbooks; maintains currency on training techniques and methods.
9. Manages the supervision, contracting, evaluation and professional development plans of staff; prepares recommendations for staff recruitment; coordinates the recruitment, selection, contracting and evaluation of part-time staff.

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.

December 2009



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10. Coordinates administrative operations within the division; coordinates the ordering of training manuals and materials; designs and approves workloads and areas of responsibility; recommends and implements policies and procedures.
11. Coordinates assigned instructional and administrative activities with those of other instructional divisions and outside agencies and organizations.
12. Develops and serves on committees and task forces; attends regularly scheduled meetings; researches and develops recommendations related to the business of the division.
13. Schedules classes to meet students' needs at appropriate locations/times/formats; provides appropriate office support.
14. Represents the college as requested; develops and instructs classes as required.
15. Perform other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Associate Dean, Corporate and Continuing Education.

**Direction Given:** Direct supervision as a first-line supervisor over professional exempt staff and administrative support staff

### **Minimum Requirements:**

Bachelor's degree from an accredited college or university in Education or Business Administration, four (4) years of management/supervisory experience and three (3) years of work experience in new program development or research and development capacity; two (2) years experience in the insurance, real estate and/or banking industries preferred

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

Ability to develop complex proposals outlining client needs and objectives, recommended learning activities, timelines and budget

Excellent verbal and written communication skills

Excellent analytical and problem solving skills

Knowledge and practices of program management

Proven supervisory, leadership and organizational skills

Ability to plan and manage significant budgets

Strong computer skills

Ability to network and build relationships with current and potential clients

### **Working Conditions:**

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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Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences