



## Job Description

<b>Job Title:</b>	Associate Dean, Re-Careering Services and Workplace Learning	<b>Grade:</b>	N
<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:**

Plans, develops, organizes and directs daily operations and the on-going strategy for Re-Careering Services (the College's strategy and function to serve unemployed and underemployed professionals.) Plans, develops, organizes, and directs daily operations and the on-going strategy for Apprenticeship, Internships, and Co-ops.

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

1. Collaborates with the Grants office to pursue grant opportunities, develop new ideas to leverage grant funding, enhance CPCC offerings and lead implementation of grant projects. Maintains a quantifiable and replicable intake process for grants including a scholarship administration component for grants that provide CCE training scholarships.
2. Develops and manages budget or oversees the management of program area budgets by directors.
3. Plans, initiates and manages activities of Re-Careering Services, Apprenticeships and Internships including implementing goals and objectives and administering policies and procedures to help advance the College's vision and mission.
4. Selects, supervises, and trains employees; assigns tasks; monitors and evaluates performance; makes recommendations regarding disciplinary actions.
5. Initiates, manages, and as needed, expands staff and activities related to the College's process for intake and management of grant-funded CCE scholarships including application review, scholarship award process, intake of students, coordination across College departments, as needed, to register students and process scholarships funds, and financial tracking and tracking student completion.
6. Initiates, manages, and expands process for on-going data collection and analysis to maintain accurate and flexible capabilities including developing new processes to meet anticipated future reporting needs.
7. Leads and/or serves College initiatives to build processes, student services, and programs to expand the College's ability to match students to jobs.
8. Builds models and collaborates across CCE to position the College as a "total business resource" in the community.
9. Develops a process to measure client satisfaction and solicit feedback for additional training needs.
10. Assists marketing in determining and planning events, activities, collateral materials and marketing campaigns. Develops e-Marketing tools to communicate for up-to-date course content (web and printed materials).
11. Represents the college, in the community and other professional organizations. Also serves as the spokesperson to the media as it relates to unemployed and underemployed professionals and workplace learning.

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. November 2012



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- 12. Works across functions in learning national, high-level projects.
- 13. Performs other duties as assigned.

**Reporting Relationships:**

**Direction Received:** Reports to Dean of Harris Campus/ CCE Business & Industry

**Direction Given:** Management of the operation of a major function typically coordinated through administrative personnel at or above the level of first line supervisors or through persons having mid to upper level professional responsibility

**Minimum Requirements:**

Master’s Degree from a regionally accredited institution and six years of experience in working with executive and professional-level individuals in managing complex projects.

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

Supervisory	Customer Service	Computer (MS Office)
Leadership	Marketing	Database Management
Decision Making	Product Knowledge	Self-starter
Conflict Management	Communication	Coaching

**Working Conditions:**

Typical office environment

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