## Job Description

**Job Title:** Director of Computer Training  
**Grade:** L  
**Department:** Corporate and Continuing Education  
**FLSA:** Exempt

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**General Function:**

Plan, organize and direct the instructional and administrative activities of Computer Training for Corporate and Continuing Education.

**Characteristic Duties and Responsibilities:**

1. Initiates and evaluates activities of program, recommending improvements and modifications.
2. Trains, motivates, and supervises staff, prepares recommendations for hiring staff, makes recommendations regarding disciplinary actions including termination; establishes and monitors employee performance objectives.
3. Coordinates department's activities by assisting in establishing and implementing policies and procedures, assisting in establishing goals, monitoring and reviewing procedures and recommends any needed improvements.
4. Oversees the development and production of marketing materials; promotes departmental programs.
5. Interfaces with the Information Technology Division and Corporate and Continuing Education Sales to consult and determine training needs of users; oversees development of courses.
6. Initiates and coordinates partnerships with businesses.
7. Prepares and manages departmental budget, forecasts budget changes and approves all departmental expenditures.
8. Monitors and evaluates courses and instruction methods through class visitations.
9. Recruits students by making presentations to outside contacts.
10. Represents college at marketing fairs and conferences.
11. Provides program and staff leadership that will ensue market-driven training programs and processes.
12. Provides highly responsible staff support to a Dean.
13. Coordinates assigned activities with other Corporate and Continuing Education divisions.
14. Performs other duties as assigned.

**Reporting Relations:**

- **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.

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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 2007
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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.

Minimum Requirements:

Bachelor’s degree from an accredited college or university with strong proven computer science/information technology skills; three years experience with instructional program management and three years of experience in a management/supervisory position; business to business experience in sales and marketing strongly desired

Knowledge, Skills, Abilities and Worker Characteristics:

Excellent verbal and written skills
Excellent analytical and problem solving skills
Knowledge of program management and ability to develop customized training programs
Proven supervisory, management and organizational skills
Knowledge of basic desk top applications as well as business applications such as networks and network security, databases, web design and simulation
Team player

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, local or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty, businesses and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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