Job Title: Director CCE – Leadership, Management and Strategic Solutions
Grade: M
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:
Plans, organizes and directs the instructional and administrative activities of Leadership, Management and Strategic Solutions programs within Corporate and Continuing Education (CCE).

Characteristic Duties and Responsibilities:
1. Participates in the development, planning, recommendation, implementation, and administration of goals and objectives, and policies and procedures for Corporate and Continuing Education.
2. Provides management and leadership to multiple program areas including Leadership, Management, Professional Development, Languages, Notary, Human Resources, Quality and Process Improvement, and Lifetime Learning Institute; recommends and develops new or modified programs and courses.
3. Plans and manages the self-supporting and occupational extension budgets for all assigned program areas.
4. Works collaboratively with Marketing Services to develop and implement comprehensive marketing plans for all assigned programs. Works with the Business and Industry Training Services team to promote offerings and secure corporate client contracts.
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 employees.
6. Oversees staff and facilitators to deliver consultative training for CCE’s new Succession Management program.
7. Builds and maintains vendor partnerships, instructor and other internal and external relationships; provides guidance and acts as a liaison to internal departments.
8. Participates in monitoring and coordinating the development and visibility of training courses and programs.
9. Develops and reviews recommended for approval and monitor the use of course outlines. Materials and text books.
10. Manages the supervision, contracting, evaluation and professional development plans of staff; prepare recommendations for staff recruitment, selection, contracting and evaluation of part-time staff.
11. Participates in the development and administration of the divisional budget; forecast and recommend funds needed for staffing, equipment, material, and supplies.
12. Coordinates administrative operations within the division.
13. Develops and serve on committees and task forces.
14. Serves a back-up to Program Developers to schedule classes to meet student needs at all locations, times and formats.
15. 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.
August 2007
Job Description

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Reporting Relationships:

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

**Direction Given:** Responsible for directing the work of program developers and administrative support staff

Minimum Requirements:

- Master’s degree from an accredited institution in Education, Training and Development, Curriculum and Instruction, or Business Management or Human Resources Management; three years of management/supervisory work experience, and three to five years of work experience in new program development or research and development capacity; two-four years of work experience in business and industry preferred; experience in sales and marketing desired.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of current industry training needs and certifications relevant to leadership, management and quality management programs
- Demonstrated ability to work with business and industry clients and communicate employee development needs to instructors and consultants
- 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 corporate clients

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 and 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

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