Job Title: Director Personal Interest and Lifetime Learning Institute

Department: Corporate and Continuing Education

Grade: M

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:
Develops and provides on-going leadership to deliver programs focusing on advancing lifetime educational, personal and career development of learners in the community.

Characteristic Duties and Responsibilities:

1. Leads program areas of Personal Interests (PI) and Lifetime Learning Institute (LLI) by planning, organizing and directing the instructional and administrative activities. These general duties include proactively and continuously scanning relevant market needs and trends to identify and recommend new programs and services, managing fiscal responsibilities for program budgets and performance, surveying, communicating and reporting on progress and achievements, assessing and aligning program activities and initiatives with Corporate and Continuing Education (CCE) strategic plan and institutional core values, goals and mission.

2. Assesses course outlines and program materials to ensure overall quality and competency in instruction and delivery along with adherence to outcomes-based performance and implementation of sound principles of adult learning.

3. Seeks and initiates opportunities for external partnerships, support and additional funding for program areas to include grant writing, sponsorship of events and targeted activities.

4. Develops and oversees implementation of strategic marketing plan to generate awareness and interest in programs being offered.

5. Collaborates within CCE and other college-wide program areas to strengthen PI and LLI offerings and to leverage instructional and student support resources including but not limited to Career Services.

6. Oversees the recruitment, selection and evaluation of faculty, professional and support staff to include regular and timely communication of performance review, goal progress and attainment.

7. Participates in departmental, college-wide and external meetings and committees to represent program areas and to advance CCE and institutional goals and initiatives.

8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Associate Dean of Corporate and Continuing Education

Direction Given: Provides direction and supervision to assigned faculty, professional and support staff

Minimum Requirements:
Bachelor’s degree from an accredited institution in Adult Education or related field, 6 years of related work experience in teaching and developing adult education programs.

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Knowledge, Skills, Abilities and Worker Characteristics:

- Leadership and supervisory skills
- Ability to mentor and train instructors, facilitators and counselors
- Strong research and analytical skills
- Creative problem solving skills
- Negotiation and persuasion skills
- Business planning and grant writing ability
- Knowledge of aging network system at state and federal levels and issues relating to the aging population
- Ability to build partnerships with key stakeholders in business, industry and government
- Strong verbal and written communication skills
- Knowledge of principles of adult learning, teaching methodologies, instructional design and curriculum theory
- Business management skills including budgeting and marketing
- Computer skills

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

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.

September 2007