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:
Research, plan and coordinate leadership training and professional development opportunities for college employees on all campuses. Provides leadership training to all employees.

Characteristic Duties and Responsibilities:
1. Participate in planning, goal getting, and establishing the vision for professional development.
2. Develops, organizes and delivers personal and professional training opportunities for college employees at all campuses.
3. Assist in orientation of new employees and the delivery of customer service training.
4. Plan and develop leadership seminars for administrators, program chairs, professional staff, and classified staff.
5. Research and schedule internal and external trainers.
6. Develop, manage and deliver recognition programs to college employees.
7. Manage the Instructional Resources Fund to enable faculty to travel to the conference.
8. In conjunction with Professional Development plan, implement, and evaluate three separate weeks of professional development activities for college employees.
9. Serve on college committees and other special assignments.
10. Speak to various components of college workforce to market professional development opportunities.

Reporting Relationships:

Direction Received: Reports to Associate Dean, Professional Development.

Direction Given: Direct supervision as a first-line supervisor of non-exempt staff.

Minimum Requirements:
Requires a broad or in-depth body of knowledge as would be acquired through attainment of a Master's degree in Liberal arts, human resources, or similar field.
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.

Knowledge, Skills, Abilities and Worker Characteristics:

Excellent organizational skills.
Public speaking skills.
Good communication skills.
Good customer service skills.
Excellent writing skills.
Leadership skills.
Knowledge of CPCC Policies and Procedures
Knowledge of CPCC budget management.
Good interpersonal relations skills.
Computer skills.
Knowledge of CPCC goals’ setting process.
Knowledge of learning styles.

Working Conditions:

Typical office environment.