



Job Description

Job Title:	Director Code Green SIP	Grade:	L
Department:	STEM-S	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:

This position is responsible for administering the NCCCS Code Green Curriculum Improvement Project to infuse sustainability across the engineering technology curriculum and to recommend new structures to the degrees within the engineering technology classification. This position will interact with the NC Community College System Office and its senior administrators as well as faculty and staff in all 58 community colleges to make necessary programmatic changes to gain efficiencies and maintain a high level of academic rigor for all degree programs within the Engineering technology Sector.

Characteristic Duties and Responsibilities:

1. Administers grant components by planning, directing and providing administration of goals and objectives, new policies and procedures, and implementing new or modifying current ones.
2. Serves on a variety of committees and task forces, researches and develops recommendations related to programmatic and administrative affairs.
3. Coordinates between NCCCS faculty and administration to align new program curricula with workforce needs.
4. Develop training materials and provide regular grant activity reports.
5. Conducts training workshops.
6. Advises students on academic matters
7. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Dean, Science Technology Engineering and Mathematic
Direction Given Responsible for direct supervision of assigned staff



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Minimum Requirements:

Bachelor's degree from a regionally accredited institution in Science, Engineering, Technology or Math or a related field. Must have at least 4 years of related work experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to manage multiple complex projects

Ability to develop training materials and chair academic committees

Ability to work with individuals from diverse backgrounds; Ability to work with academic and industry leaders across the State as well as 58 community colleges in North Carolina

Knowledge in the areas of Sustainability, Engineering and Education

Research and evaluation skills

Strong communication skills both oral and written

Supervisory skills

Working Conditions:

Typical office environment