



Job Title: Dean Harris Campus – Business & Industry Training Grade: DNC

Department: Business Learning and Admin 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:

Plan, organize and directs the academic, faculty, student support and administrative activities of multiple divisions to ensure that assigned programs comply with college standards, policies, and procedures.

Characteristic Duties and Responsibilities:

- 1. Coordinate assigned activities with division directors, directors, other deans, associate vice presidents, the Vice-President for Instruction, and with outside agencies and organizations.
- 2. Provide assigned instructional and other support services for students.
- 3. Provides leadership in developing, implementing, and maintaining curriculum and programs that respond to community needs, prepare students for success, and which meet the external requirements of the Southern Association of Colleges and School and other accrediting agencies.
- 4. Provides leadership for enhancing the visibility, enrollment, and resources of the campus.
- 5. Co-leads the facility programming effort for campus expansions or remodeling.
- 6. Oversees screening committees and recommends full-time faculty/staff appointments.
- 7. Directs the development and administration of budget as appropriate; directs the forecast of additional funds needed for staffing, equipment and supplies; monitors, recommends, and/or approves expenditures.
- 8. Seeks/manages alternative funding resources including donations, grants, CPCC Service Corps initiatives.
- 9. Represents campus at college-wide, instructional, and community meetings.
- 10. Confers with and provides assistance and advice to the deans, associate vice-presidents, and vice- presidents; develops, prepares, and presents recommendations and reports as requested.
- 11. Carries out overall day-to-day operational supervision of both permanent and assigned staff.
- 12. Oversees the recruitment, hiring, supervision, training, motivation, and evaluation of all assigned campus staff in cooperation with the appropriate college dean, manager, or division director.
- 13. Evaluates established performance objectives and performance reviews, and implements college personnel policies and procedures for assigned staff in cooperation with the appropriate college dean, manager, or division director.
- 14. Counsels and advises students and staff; suggest appropriate courses of action; and coordinates grievances.
- 15. Serves on committees and task forces; represents the college at internal and external functions.





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- 16. Oversees and coordinates the operations of the campus; supervises and coordinates room assignment and scheduling; develops, recommends, and continually evaluates campus operations.
- 17. Participates in the development and expansion of course offerings at the campus.
- 18. Manages day-to-day operation of the faculty and coordinate activities such as parking, security, physical plant and bookstore.
- 19. May oversee the Lifetime Learning Institute.

Reporting Relationships:

Direction Received: Receives administrative direction from the Vice President for Learning **Direction Given:** Exercises direct and indirect supervision over instructional, support, and

administrative staff and facilities.

Minimum Requirements:

A Master's Degree from a regionally accredited institution and five years of increasingly responsible administrative experience in an educational setting.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of instructional needs

Knowledge of principles and practices of college level instructional administration

Knowledge of principles of supervision including performance appraisal

Knowledge of methods and techniques of faculty and student recruitment and counseling

Knowledge of principles of budget development and administration

Working Conditions:

Typical office environment