



## Job Description

<b>Job Title:</b>	Director of Computer Training	<b>Grade:</b>	M
<b>Department:</b>	Corporate and Continuing Education	<b>FLSA:</b>	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 direct the instructional and administrative activities of Computer Training for Corporate and Continuing Education.

### **Characteristic Duties and Responsibilities:**

1. Provides technical research and strategies on new and emerging IT systems
2. Consults with local businesses and develops customized trainings
3. Develops and staffs new high level IT classes (H1B Grant).
4. Initiates and evaluates activities of program, recommending improvements and modifications.
5. Trains, motivates, and supervises staff, prepares recommendations for hiring staff, makes recommendations regarding disciplinary actions including termination; establishes and monitors employee performance objectives.
6. Coordinates department's activities by assisting in establishing and implementing policies and procedures, assisting in establishing goals, monitoring and reviewing procedures and recommends any needed improvements.
7. Oversees the development and production of marketing materials; promotes departmental programs.
8. Interfaces with the Information Technology Division and Corporate and Continuing Education Sales to consult and determine training needs of users; oversees development of courses.
9. Initiates and coordinates partnerships with businesses.
10. Prepares and manages departmental budget, forecasts budget changes and approves all departmental expenditures.
11. Monitors and evaluates courses and instruction methods through class visitations.
12. Recruits students by making presentations to outside contacts.
13. Represents college at marketing fairs and conferences.
14. Provides program and staff leadership that will ensue market-driven training programs and processes.
15. Provides highly responsible staff support to a Dean.
16. Coordinates assigned activities with other Corporate and Continuing Education divisions.
17. 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.

May 2012



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### **Reporting Relations:**

Direction Received: Reports to Associate Dean, Corporate and Continuing Education  
Direction Given: Direct supervision as a first-line supervisor over professional exempt staff and administrative support staff.

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution with strong proven computer science/information technology skills; three years experience with instructional program management and three years of experience in a management/supervisory position; business to business experience in sales and marketing strongly desired

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Excellent verbal and written skills  
Excellent analytical and problem solving skills  
Knowledge of program management and ability to develop customized training programs  
Proven supervisory, management and organizational skills  
Knowledge of basic desk top applications as well as business applications such as networks and network security, databases, web design and simulation  
Team player

### **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 or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty, businesses 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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