Position Title: Director of Fort Huachuca Center

Department: Extended Learning  Employment Category: Administrative Staff

Primary Location: Fort Huachuca  FLSA Classification: Exempt

Parameters: Full-time; 12 months/year  Pay Grade: AS15

**Position Summary:** The Director of Fort Huachuca Center is responsible for directing the operations of the educational center and its instructional program consisting of transfer, general education, MOS credentialing, work skills development, personal interest, and/or life-long learning courses.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

- Oversees and coordinates instructional services for students and responds to student needs; acts as advocate and liaison for center students within college community to maximize student success and provide educational opportunities to center students.

- Provides support services for faculty; recruits, orients, assigns, supports, supervises, evaluates faculty; conducts student evaluations of faculty; visits classes and monitors instruction; works with academic deans to provide academic program leadership and fulfill student learning initiatives; acts as advocate and liaison for center faculty within the college community in order to develop and retain qualified and instructional staff, maintains academic integrity and maximizes student success.

- Manages center operations, instructional load and enrollments, including the MOS credentialing program; develops and manages budget, monitors and authorizes expenditures, identifies and prepares contingency or emergency budgeting requests; develops center processes and procedures; monitors and schedules facility usage in order to procure necessary resources to support instruction; provides classroom support services by coordinating equipment, supplies and services.

- Develops new courses and programs, writes curriculum proposals and coordinates new and expanded offerings in order to build enrollments and respond to community needs; serves on various college committees, advisory boards, and task forces; assists on-campus departments with programs offered in the center’s area.

- Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**
Bachelor’s degree in education, public administration, business, or related field from a regionally accredited institution of higher learning recognized by the US Department of Education, Master’s degree is preferred

Strong military background

Revised 11/16
VPHR Approved 11/16
JOB DESCRIPTION

Five years’ experience in education administration
Ability to pass a comprehensive background screening required to obtain Fort Huachuca access badge

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:
Knowledge of college operational practices, policies and procedures, and the ability to follow them
Knowledge of the proper operation of and the ability to use personal computers and job related software, including Microsoft Office Suite and other job specific software
Knowledge of continuing education principles and practices
Knowledge of principles of curriculum development
Knowledge of budget preparation, monitoring and administration
Knowledge of management practices and principles
Knowledge of education and training resources
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; work independently in meeting various time deadlines and work pressures with frequent interruptions
Skill in listening to issues, synthesizing information, and reaching sound conclusions
Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations
Ability to work independently, prioritize, and manage multiple projects with attention to detail
Ability to establish strong relationships and work as part of a team
Ability to establish strong connections within the community

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Extended Learning

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.