

JOB DESCRIPTION



Position Title: Director of Center for Lifelong Learning

Department: Academics

Employment Category: Administrative Staff

Primary Location: Downtown Center

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS15

Position Summary: The Director Center for Lifelong Learning is responsible for overseeing the educational and service activities of the Center for Lifelong Learning and other community or cultural projects, developing and implementing programs and partnerships related to southeast Arizona and the surrounding border region.

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:

Supervises, trains, mentors and evaluates staff members responsible for the support of the Center for Lifelong Learning; provides leadership for facilitating the development of credit and non-credit programs in response to community interests; serves as liaison to community leaders on issues of mutual interest; monitors budget and prepares periodic reports; participates in college committees, task forces, and advisory boards as assigned

Identifies, develops and maintains relevant partnerships, educational programs, funding opportunities, and workforce development activities; applies the appropriate business management methodologies in establishing and implementing learning activities commensurate with the mission of the college

Develops programs, workshops, conferences, activities, courses and training activities related to the region and community interest; collaborates with college staff and appropriate advisory boards to identify resources that can be used to implement program activities

Oversees administrative component of business/industry training; develops and delivers curriculum, courses and programs to meet identified workforce training needs of businesses, industry, and employees; schedules course offerings in various sites; pilots new programs, including credit and non-credit classes or workshops

Identifies opportunities and coordinates the development of customized programs that provide educational opportunities and workforce development training in competency based, non-traditional format

Markets programs to area businesses; serves as liaison to organizational and business contacts to identify training opportunities; recruits, hires, and evaluates instructors; develops schedules of classes, brochures, flyers, and other marketing materials to promote training programs; represents the college at various community meetings

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.

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Education and Experience Requirements:

Bachelor's degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years' experience developing and implementing programs or services related to workforce development or community education

Preference may be given to individuals who possess a Master's degree from a regionally accredited institution of higher learning recognized by the U.S. Department of Education

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 area businesses and industries

Knowledge of education and training resources; principles of curriculum development, educational and training resources

Knowledge of marketing principles and practices, management practices and principles and techniques and problem resolution

Knowledge of workforce development issues, needs and resources

Knowledge of adult learning theory

Knowledge of budget preparation, monitoring and administration

Knowledge of management practices and principles

Knowledge of education and training resources

Skill in preparing complex research projects and reports

Skill in assessing training needs

Skill in listening to issues, synthesizing information, and reaching sound conclusions

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

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: Executive Dean of Academics

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.

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VPHR Approved 11/16

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