

Director of Continuing Education

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Company: InsideHigherEd

Location: North Valley

Category: other-general

Compensation:

██████████, DOE Compensation Type:

Exemp Employment Type: ██████████

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E08 P██████████ Summary

This position is responsible for directing the supervision and operation of Lifelong Learning, Workforce Development other community education, and grant funded initiatives and programs

MAJOR DUTIES

Supervises Associate Director of Lifelong Learning and Associate Director of Workforce Development

Develops and implements a strategic plan for non-credit programs with a clear focus on metrics for success to build and maintain thriving programs, including face-to-face and on-line programs.

Directs the work of multiple employees, including making recommendations to hire, promote, and discipline direct reports and conducting annual performance reviews of assigned staff.

Coordinates planning enrollment goals, marketing plans, and budgets; monitors progress on goals and takes necessary actions to achieve goals for Community

Learning Center (CLC) and Center for Workforce Development (CWD) operations.

Directs the development of course schedules, marketing materials, including postcards, newsletters, emails, and website updates.

Collaborates with Marketing and Public Relations to develop and implement strategies to market on-line non-credit programs.

Participates in Leadership San Juan on behalf of San Juan College, representing SJC on the Leadership San Juan board and directing San Juan College's engagement in Leadership San Juan.

Represents the college to students, outside agencies, and community partners and colleges, including Advisory Committees, demonstrating cultural competency, diversity, and inclusivity.

Serves on college committees and workgroups.

Participates in continuing education professional development.

Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of continuing education programming, marketing, finances, and curriculum development principles.

Strong decision making, problem-solving and team-building skills.

Strong interpersonal, written and verbal communication skills.

Ability to display personal initiative and autonomy with the ability to work in a team environment.

Ability to establish strategy and direction.

Ability to work effectively and promote diversity, while maintaining a positive attitude in a demanding work environment.

Ability to set priorities and handle several tasks simultaneously.

Knowledge of supervisory principles and practices with skill in mid-level and senior leadership and experience in the delegation of responsibility and authority.

Above average skills in utilization of computer systems, mainly to extract and report information.

Demonstration of entrepreneurial and innovative thinking.

Knowledge of on-line learning technology and design with ability to identify and assure flexible, accessible and comprehensive support services for on-line learning students.

Skills in leadership, strategy, critical thinking, management, cultural competency, influencing, presentation, team building, and negotiation/persuasion.

Experience with optimizing face-to-face/hybrid/on-line delivery

Knowledge of college policies and procedures.

Knowledge of budget management principles.

Skill in interpersonal relations and in dealing with the public along with demonstrated experience working across units, divisions, and community, corporate and or/Educational partnerships.

SUPERVISORY CONTROLS

The Vice President for Workforce, Economic, and Resource Development assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include college and center policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

The work consists of varied duties in directing the operations of the college's CLC, CWD and grant funded selected community education programs. The variety of tasks to be managed contributes to the complexity of the position.

The purpose of this position is to direct the operations of the CLC, CWD and selected community education programs. Success in this position provides residents with continuing education opportunities and achieves revenue goals.

CONTACTS

Contacts are typically with co-workers, other college personnel, faculty, staff, students, parents, part-time instructors, representatives of other colleges and universities, representatives of local senior centers, and members of the general public.

Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

The work is typically performed in an office or meeting room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Associate Director, Lifelong Learning (1) Associate Director, Workforce Development (1), Program Specialist (1), and Operations Coordinator (1). Direct reports have both full-time and part-time reports.

MINIMUM QUALIFICATIONS

Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.

Five years of experience managing complex budgets; experience overseeing continuing education and professional development programs; and proven supervisory experience.

LERN Certified Programming Professional Certification recommended.

The following REQUIRED documents must be submitted with application in order to be

for

documents Required.

Curriculum Vitae (CV) or Resume (Required)

Cover Letter (Required)

Unofficial Transcripts with qualifying degree conferred. (Required)

List of 3 Supervisor References. (Required)

Letters of Recommendation (Optional)

EEO STATEMENTSSan Juan College is dedicated to providing equal employment and opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws.

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