

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CAMPUS DEAN – JACK WILKINSON LEVY CAMPUS

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide administrative leadership and oversight of daily operations at the Jack Wilkinson Levy Campus.

At the College of Central Florida, our vision is “To be the first choice for quality higher education in our community.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required. Doctorate preferred.
2. Years of experience in the field: Five years' experience in education is required. Supervisory experience at the community college or state college level is required. Planning, budgeting and teaching experience preferred, preferably in a higher education setting.
3. Special skills or abilities related to the position: Excellent interpersonal skills; experience in adult education; analytical skills; knowledge of accreditation requirements.

ESSENTIAL JOB FUNCTIONS:

1. Represent the college in Levy County; make presentations to civic or service groups; meet with area education, business and industry representatives. Promote cooperative efforts between the Campus and Levy County Schools.
2. Plan, direct, and evaluate the design and implementation of programs offered through adult general education.
3. Initiate and facilitate opportunities to involve the Levy County community in the Levy Campus.
4. Supervise the assessment center, including the G.E.D. testing program, and administration of assessment testing such as TABE, PERT, and FBAT.
5. Determine the recruiting, admissions, and registration activities for the Levy Campus in coordination with the college's enrollment management plan. Develop special projects to increase campus enrollment; work in collaboration with the college recruitment program.

ESSENTIAL JOB FUNCTIONS (Continued):

6. Supervise business operations at the Campus, including conference services function.
7. Prepare and maintain budgets for the Levy Campus and its programs and services.
8. Recommend, develop and supervise instructional programs in credit and non-credit, working with appropriate instructional leadership.
9. Monitor and evaluate enrollments, completions, and operating costs for Levy Campus programs. Supervise preparation and submission of reports, including WEAVE reports, Instructional Program Reviews, and Service Unit Assessments.
10. Supervise facilities usage, business office functions, and student services on Campus.
11. Administer agreements between the college and the Levy County School Board in regards to adult and vocational/occupational program offerings.
12. Make applications for grant funding and administer grants funded for the Campus.
13. Supervise all staff assigned to the Campus.
14. Attend collegewide meetings as required.
15. Serve as liaison between the college-wide instructional and administrative offices and the Levy Campus.
16. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President for Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Moderate (up to 44 pounds) lifting and carrying
- Walking
- Standing
- Sitting

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with disability)

PRIMARY LOCATION OF JOB: Jack Wilkinson Levy Campus

SUPERVISOR OF POSITION: Vice President, Regional Campuses