

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: DIRECTOR - CONTINUING EDUCATION & CORPORATE TRAINING

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

The Director for Continuing Education and Corporate Training is responsible for the leadership and management of the CF Institute which covers four areas of responsibility: corporate training, continuing education, 55 plus programs, cafeteria services and conference services. These areas focus on non-credit and community programming which supports life long learning, and continuing workforce education. This person fosters collegiality, community/business partnerships and collaborates with the Deans, Directors and Provost in college-wide planning, coordination and integration of curriculum.

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 field: Five (5) years of full-time administrative experience required; experience teaching in a community/technical college preferred.
3. Special skills or abilities related to position:
  - Ability to assess, monitor and plan for current trends and issues for life long learning/continuing workforce education classes/programs;
  - Highly developed communication and facilitation skills in planning and implementing complex workforce education projects and programs that are employer focused and student centered;
  - Demonstrated skills in curriculum development, creative problem solving, supervision, evaluation, and leadership; and
  - Effective interpersonal skills.

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership and supervision for Corporate Training, Continuing Education, 55 Plus Programs and Conference Services.
2. Serves as a liaison to area business and industry;
3. Serves as a liaison to the Citrus, Levy, Marion County Workforce Development Board (CLM), the Economic Development Corporation (EDC), and other related community organizations;
4. Facilitates non-credit curriculum development and leads in the planning, development and review of programs/courses.
5. Provides leadership in strategic planning and assessment of effectiveness;
6. Oversees budget planning and administration;
7. Serves on college committees/councils;
8. Evaluates faculty/staff in the area of responsibility;
9. 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 and the Vice President of Administration and Finance.
10. Fosters learning; and
11. Performs other related duties as assigned.

(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 hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean – Business, Technology and Career and Technical Education