

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COLLEGE REPORTING MANAGER – XCEL-IT (Grant Funded)

PAY GRADE: P-11

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

This position supervises the implementation at the college of a workforce development program as outlined in the Florida XCEL-IT grant application documents. This includes making changes to improve outreach and recruitment, course designs, certificate and degree designs and approvals, and data collection for project management and evaluation purposes. In the process this position is responsible for compliance of CF with the terms and conditions of the grant. Typically this includes achieving specific project objectives, gathering data for periodic reports and transmitting them to the grantor or coordinating body.

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: Bachelor's Degree in public administration, business administration, higher education, educational leadership, information technology or a related field is required. Master's Degree preferred in one of these areas.
2. Years of experience in field: Three years experience in career and technical education, corporate training, or workforce program development, or a related field is required; higher education experience is preferred.
3. Special skills or abilities related to position: Well developed interpersonal, communication, leadership, computer and organizational skills. Demonstrated ability to develop, implement and coordinate program changes and special projects. Demonstrated ability to incorporate technology into the design and delivery of programs and services that support student recruitment and student success. Demonstrated ability to apply theory and research, work collaboratively with individuals at all levels of the college community and create programs that support rural students. Ability to establish positive working relationships with various departments within the college, and with professionals at various community agencies in the tri-county region. Experience in monitoring and evaluating the effectiveness of programs and services. Ability to generate data and reports. Ability to supervise assigned staff.

ESSENTIAL JOB FUNCTIONS:

Assist non-traditional students to secure training and education that will move them along pathways to better jobs, through such steps as:

1. Thorough understanding of grant deliverables, statement of work and definitions of data elements.
2. Work with and provide data to XCEL-IT Third Party Evaluator as needed.
3. Develop and follow strict procedures for protecting physical and electronic participant data.
4. Act as liaison between the XCEL-IT department and CareerSource CLM to ensure seamless data process.
5. Generate, interpret and report accurate and organized results of activities on a monthly, quarterly and annual basis allowing evaluation of program goals.
6. Participate in periodic, federal monitoring audits, and assist in preparing documentation for review, as needed.
7. Assist executive director in overseeing XCEL-IT's budget, including approval of expenses and draws.
8. Build CF capacity to reach out to non-traditional students.
9. Participate in outreach and engagement efforts on behalf of XCEL-IT.
10. Facilitate Professional Development for IT and related faculty.
11. Coordinate the planning, design, implementation and evaluation of other tasks and activities as set forth in the grant application.
12. Insure the conduct of all activities and the expenditure of funds are in compliance with all state and federal guidelines.
13. Supervise agreed upon data collection and reporting methods.
14. Supervise and manage assigned staff.
15. Represent CF in communications with other participating colleges and XCEL-IT's executive director.

(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
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device

ENVIRONMENTAL CONDITIONS

- Works 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 & Career & Tech Education