

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR - CORPORATE COLLEGE

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for the leadership and management of the Corporate College. Provides immediate enterprise expansion through outreach to local and regional industry. Strategically positions the Corporate College to be the educational choice among key stakeholders within the business community to strengthen collaborations and partnerships. Provides professional development programs and customized services that extend the College's educational outreach and enhances its responsiveness to our community and the region consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom of the College. Supports the achievement of institutional purposes and educational objectives through the management of a profitable, entrepreneurial, market driven and outcomes-based center.

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:
 - 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 the Corporate College.
2. Serves as a liaison to area business and industry;
3. Serves as a liaison to CareerSource CLM, including the Talent Center and other related community organizations;
4. Facilitates noncredit curriculum development as it relates to Corporate Training 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. 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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

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: Associate Vice President - Career & Professional Programs