

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CAMPUS MANAGER- LEVY

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the college's Levy Campus and its related programs, initiatives, and other management tasks as assigned.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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 required; master's preferred.
2. Years of experience in field: Five or more years' in administration required; community college experience preferred in areas related to assigned responsibilities.
3. Special skills or abilities related to position:
 - Ability to establish and maintain effective working relationships with students, faculty, staff and other constituents of the college and the community at large.
 - Knowledge of state and federal regulatory laws and accreditation standards as they relate to community colleges and programs administered by this position.
 - A proven leader with superior project management and networking skills with strong ability to manage, to work in teams and to share responsibility and credit.
 - Experience building coalitions and partnerships to move programs forward.
 - Ability to handle complex and sensitive assignments.

ESSENTIAL JOB FUNCTIONS:

1. Serve in a leadership role as the administrator for the Levy Campus and its related programs.
2. Direct, supervise and evaluate the activities of the Levy Campus.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Manage credit and non-credit educational programs at the Levy Campus based upon college wide and community needs.
4. Recruit instructional faculty to support programs offered at the Levy Campus.
5. Procure funding to support Levy Campus initiatives.
6. Compile grant information and application materials for proposal preparation; review grant applications for correctness and accuracy before submission.
7. Provide leadership for the advisory committees of the campus to secure community input about programs and future directions.
8. Coordinate with other campus offices on regular and ad hoc college wide issues that relate to instructional programming at the campus.
9. Develop and maintain annual budgets.
10. Represent the Levy Campus at appropriate institutional meetings.
11. Serve as the college representative to select community groups as determined by the Provost.
12. 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 of Regional Campuses.
13. Other duties as assigned by the Provost of the Levy Campus.

(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 accommodations 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: Levy Campus

SUPERVISOR OF POSITION: Provost of Levy Center