

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER - PROFESSIONAL DEVELOPMENT

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Manager – Professional Development oversees the processes that support professional development, leadership programs, and employee engagement within the college. This position will identify and implement value-added opportunities that encompass the entire employee experience while maintaining a culture of excellence and belonging through events, programming, activities, and organizational learning.

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: A Bachelor's degree from an accredited institution, preferably in Communication, Organizational Development, or a related field is required. Four years of experience in a training or staff development field may be substituted for the degree requirement. Certified Professional in Training Management (CPTM) preferred.
2. Years of experience in the field: A minimum of two years of teaching experience, training or staff development experience, or experience designing and delivering professional development programs or events is required. Experience with instructional design preferred. Experience in a higher education setting preferred.
3. Special skills or abilities related to the position: Skilled in human relations and communication; strong organizational and managerial skills; familiarity with the principles of organizational learning; ability to create and deliver effective workshops; ability to moderate large groups; ability independently manage projects.

ESSENTIAL JOB FUNCTIONS:

1. Keep pace with professional development trends and share best practices with college leadership.
2. Develop, implement, and evaluate short-term, and long-term professional development plans for the college. Compile annual reports on professional development programs.
3. Manage office operations, staffing, supervision, and department budget.
4. Oversee the development and deployment of high-quality learning opportunities for the organization including professional development workshops, training, leadership development programs, and programs to enhance wellness and engagement.
5. Identify and schedule workshop presenters in specialized areas to meet a wide spectrum of college-wide professional development needs.
6. Develop and present workshops in high-demand areas.
7. Develop and disseminate communication materials that effectively describe and promote Professional Development, Human Resources, and other programs or events that support a positive employee experience.
8. Ideate, implement, manage, and assist with various college-wide employee engagement and professional development activities including adjunct training, convocation, employee appreciation events, wellness events, and professional development days.
9. Oversee the procurement of retiree gifts and employee service awards.
10. Collaborate with Human Resources to oversee employee lifecycle events and develop and execute strategies to create an exceptional employee experience.
11. Oversee multi-campus, cross-functional collaboration amongst departments responsible for various professional development, training, or employee engagement activities to achieve a common goal of employee engagement, organizational learning, and retention.
12. Maintain accurate records of college-wide professional development activities. Track key metrics related to employee experience to measure the success of professional development programs and employee engagement activities, and define strategies for improvement.
13. Prepare training materials and training room set-up, track participation, issue certificates of completion and analyze employee feedback for professional development programs.
14. Manage a shared annual calendar of employee engagement activities and professional development programs and offerings; develop and maintain the department intranet page.
15. Attend workshops, seminars, and training to remain current in the fields of professional development and leadership development.
16. Perform other 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods
- 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 an office environment.

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG 3

SUPERVISOR OF POSITION: VICE PRESIDENT OF INSTITUTIONAL EFFECTIVENESS AND COLLEGE RELATIONS