

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MANAGER - PROFESSIONAL DEVELOPMENT

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for planning, developing and coordinating professional development activities for all college employees including faculty via assistance provided to the Teaching and Learning Institute Coordinator.

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: Master's degree required.
2. Years of experience in field: Minimum of three years' experience in a higher education setting required. Teaching experience or experience designing and delivering professional development programs required. Experience with instructional design preferred.
3. Special skills or abilities related to position: Skilled in human relations and communication; strong organizational and managerial skills; familiarity with the principles of continuous improvement, and learning organization. Ability to create and deliver effective workshops.

### ESSENTIAL JOB FUNCTIONS:

1. Develop, implement and evaluate short term and long-term professional development plans and reports for the college.
2. Disseminate information, promote training opportunities and gather input college-wide for the professional development annual plan.
3. Manage budgets for the Office of Professional Development (OPD).
4. Supervise, schedule, and evaluate the Office of Professional Development staff.
5. Work with OPD and Teaching Learning Institute (TLI) staff to develop, implement, evaluate and improve services.
6. Coordinate adjunct training in collaboration with the Teaching Learning Institute (TLI).
7. Provide leadership for all aspects of the adjunct support program.

ESSENTIAL JOB FUNCTIONS: (Continued)

8. Develop and present workshops in high-demand areas, including leadership development.
9. Identify and schedule workshop presenters in specialized areas to meet a wide spectrum of college-wide professional development needs.
10. Coordinate with the college employee assistance plan provider, community organizations and recognized experts to identify timely subjects for workshops and presentations.
11. Oversee all arrangements for workshops and presentations on the OPD schedule.
12. Attend workshops, seminars and training to remain current in the fields of professional development and leadership development.
13. Compile annual reports on the professional development programs.
14. Assist with preparations for convocations.

(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: Ocala Campus

SUPERVISOR OF POSITION: Director of Human Resources