



Job Description

Job Title:	Associate VP for Corporate & Continuing Education	Job Code:	1211
Department:	Corporate & Continuing Education	Grade:	P
Date:	August, 2003	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Leading all Corporate & Continuing Education operation and programming efforts. Specific areas include budgeting (self supporting/operational extension), records management, customer service/registration, marketing, sales/contract training, CCE datatel, and developing management reports for decision making. Creates synergies throughout all of CCE operations, marketing/promotions, sales/contract training, and programming.

Characteristic Duties and Responsibilities:

1. Oversee the finances and budget of CCE programs and initiatives.
2. Sets the marketing/promotions directions for CCE.
3. Leads the integration of all CCE programs on the operation side.
4. Lead management team to identify new program and market opportunities that reflect ongoing market trends and needs.
5. Develop high level contacts in the community to promote CCE programs.
6. Analyses and track self supporting and OE goals/budget to ensure increased efficiency and effectiveness.
7. Interface with local and state auditing and compliance personnel to ensure compliance.

Reporting Relationships:

Direction Received: Reports to the Vice President for Instruction.

Direction Given: Direct and total responsibility for the operations of a division or large program. Typically reports to the head of the unit with all management and /or administrative/professional personnel normally reporting to this position for operational coordination.

Minimum Requirements:

Master's degree three – five years senior administrative experience. Knowledge of CCE, Budgeting, operations, marketing, and programming.



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Community and College, specifically CCE operation.

Ability to communicate effectively both orally and written.

Ability to make presentations to various groups.

Ability to work collegially in a diverse environment.

Demonstrated leadership and supervisory skills.

Working Conditions:

Typical office environment.



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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.