

# JOB DESCRIPTION



---

**Position Title:** Director of Center for Lifelong Learning

**Department:** Center for Lifelong Learning

**Employment Category:** Exempt Staff

**Primary Location:** Downtown Center

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX11

---

**Position Summary:** The Director of Center for Lifelong Learning (CLL) is responsible for district wide leadership, supervision, guidance and direction of assigned areas of non-credit programming, courses, services, faculty and staff and for planning, directing and implementing district wide opportunities that meet the needs Cochise County citizens and aligns with the college mission.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Develops and implements personal enrichment courses, workshops, conferences, lectures, and assists with workforce/industry training programs in response to community interests and needs throughout the district; collaborates with internal and external stakeholders; identifies resources that can be used to implement program activities; identifies business and industry needs; designs customized programs to provide educational opportunities and workforce training in a competency-based, non-traditional format; monitors emerging markets to develop short and long term goals

Supports the implementation of non-credit credential programs driven by the college's academic programs; and collaborates with the Early College Programs in support of programming and initiatives to include non-credit registration, marketing

Plans, coordinates, schedules and evaluates all aspects of the delivery of CLL programming; ensures appropriate facilities are available for instruction; oversees the development of class schedules and distribution of marketing materials; promotes programming to target audiences; performs community outreach to organizations and business to promote CLL and the college in an effort to strengthen relations with community-based organizations and public partners

Provides leadership and oversight for department, manages day-to-day operations; supervises and evaluates assigned staff, recruits, hires and evaluates CLL instructors; directs department organization and process workflows, provides training and problem resolution; manages program budget, allocates resources, authorizes expenditures, prepares periodic reports, maintains and compiles enrollment data; ensures compliance with safety/security protocols; researches to remain current on best practices for non-credit program design and to identify prospective target populations for programming and marketing

Participates in college meetings, committees, training and events as required

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

# JOB DESCRIPTION



## **Education and Experience Requirements:**

Bachelor's degree in education, training or a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Four years' related experience

Preference may be given to individuals who are bilingual in English and Spanish

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Commitment to the community college mission

High level of personal integrity, initiative, and ability to manage sensitive issues while maintaining confidentiality

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and other job specific software

Knowledge of continuing education principles and practices

Knowledge of service area businesses and industries

Knowledge of education and training resources, principles of curriculum development, educational and training resources

Knowledge of public relations and marketing principles and practices

Knowledge of workforce development issues, needs and resources

Knowledge of adult learning theory

Knowledge of budget preparation, monitoring and administration

Skill in preparing complex research projects and reports

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Skill in community outreach and establishing and maintaining effective working relationships with college staff, faculty, students, and public partners

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to work independently while contributing to a team environment

**Work Environment:** Work is primarily performed under general supervision typically performed in an office setting with appropriate climate controls. Travel, working evening and weekends may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Dean of Workforce Development and Military Programs

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.