

JOB DESCRIPTION



Position Title: Executive Dean of Community Engagement

Department: Community Engagement

Employment Category: Exempt Staff

Primary Location: District-wide
Based on Sierra Vista Campus

Classification: Exempt
Remote Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX18

Position Summary: The Executive Dean of Community Engagement is responsible for implementing community and public relations strategies that advance the college's mission, vision, and goals with key external and internal stakeholders, for providing oversight to Benson and Willcox outreach centers, for representing the college to the community at large through the development and maintenance of relations with key community groups and external agencies, and for oversight of events management throughout the district.

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:

Provides organizational leadership in the development and implementation of a community relations plan to engage community groups and key stakeholders in college and campus issues or changes that are of interest and that may impact them

Oversees community outreach; assesses community needs; develops and markets instructional program offerings; provides college information and educational opportunities to the community; responds to community needs, requests, and questions; acts as advocate and liaison for the community within the district

Participates in area community meetings, chambers of commerce, city council, and other key associations and partner meetings, representing the college's interests and sharing information to enhance the college's image in the community

Develops the vision and direction for the Benson and Willcox outreach centers; provides oversight of efforts designed to strengthen the college's relationships with community-based organizations; provides leadership for ensuring quality in all aspects of the college's functions; identifies unmet needs followed up with recommending and implementing programs and initiatives designed to better serve the educational and cultural needs of community residents

Serves as member of the college's president's council, contributing to the colleges strategic planning and budget development processes and providing organizational leadership in the development, implementation, and oversight of campus events and activities, including serving as the primary liaison with internal and community groups related to event planning, room scheduling, catering, support services, etc.

Provides leadership and administrative oversight for programs and services related to the campus dean and library services; supervises full and part time staff, establishes schedules, authorizes time off, evaluates performance, and recommends changes to staff functions or organization.

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Serves as point of contact for internal departments and external organizations for facility reservations and management of facility usage fees, insurance, and contract requirements, establishing event timelines and coordinating with support services to ensure efficient and professional event management

Oversees the coordination of event logistics, presentation and materials support, catering, event set up with maintenance and pre- and post-event evaluations

Oversees the facility reservation system and facilities usage, including academic and non-academic room scheduling and coordination with academic staff to ensure efficient classroom scheduling

Manages event contracts, facility scheduling, catering, technology, facility services, security, and support resources, promoting success, high-quality events through proactive communications, logistics set-up and sequencing of events, including clean-up and striking of events

Develops and manages budgets; monitors and authorizes expenditures; identifies and prepares contingency or emergency budgeting requests; approves center processes and procedures; monitors facility use to ensure operations are in support of instructional resource needs and in compliance with college policy; evaluates security processes/procedures

Manages department budget preparation and maintains event statistical data including but not limited to: labor costs, equipment needs, customer invoicing and scheduling between internal and external event usage; prepares requisitions, invoices and financial records in connection with facility rentals

Supervises full- and part-time faculty and staff, establishes staff schedules, authorizes time off, evaluates performance; recommends changes to staff functions or organization

Performs other 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.

Education and Experience Requirements:

Master's degree in related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education

Eight years progressively responsible full-time, professional related experience, including five years in a supervisory or leadership role.

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:

Demonstrated commitment to the community college mission

High level of personal integrity

Knowledge of or ability to learn, follow, and enforce college policies and procedures

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

Ability to provide a positive image of the college and present to community groups

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Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment

Ability to work accurately, efficiently, and effectively with all types of data

Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Effective communicator and listener

Ability to prepare and deliver effective public presentations

Ability to effectively supervise the work of others

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

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

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

Ability to maintain strict confidentiality related to sensitive information

Ability to work independently while contributing to a team environment

Work Environment: Work is primarily performed under general supervision in an office setting appropriate climate controls and outdoors in a variety of climatic conditions. Travel, early morning, evening, and weekend work is required.

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

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking or standing

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

Reports to: President

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.