

Executive Director, Customized Training-Business Assessment

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 221041

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Executive Dean of Continuing Education

Job Purpose

To establish and maintain effective communication, relationships, and partnerships between designated entities and the College; supervises and provides leadership for Customized Training and the Business Assessment Center.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Establishes on-going communication with major employers, and communicates their needs to appropriate College leadership.
2. Collaborates with Continuing Education leadership in strategic planning, marketing, and process improvement.
3. Seeks alternative sources of funding and partnerships to support College initiatives.
4. Supervises the Business Assessment Center operations, staff, and budgets.
5. Works collaboratively with College departments to coordinate and increase the use of Business Assessment Center services.
6. Assists Customized Training and/or the Business Assessment Center in setting and reaching goals and objectives related to revenue projections.
7. Provides appropriate in-service training, as assigned.
8. Provides leadership and training for Customized Training staff to ensure strong sales performance.
9. Develops departmental budgets and sets revenue goals.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Handling the demands and requirements of senior-level management in higher education.
- Business community needs and objectives.
- Techniques and practices of planning and managing budgets.
- Sales techniques and processes.
- Understanding of the community college philosophy and mission.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively working with a diverse and multicultural groups and agencies.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Managing grants and reaching sales goals.
- Meeting deadlines and handling multiple projects and priorities.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Five years related work experience in higher education, corporate sales or customized training.

Education

Required

- Master's degree in related field.

Other

Required

- Senior-level management experience in higher education.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.