

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2014**

**EXECUTIVE DIRECTOR OF CONTINUING EDUCATION**

**FLSA STATUS: EXEMPT – PAY GRADE: 27 - A**

**GENERAL STATEMENT OF JOB**

The Executive Director of Continuing Education provides leadership for the design, development, and implementation of Institutional Advancement strategies for Continuing Education, Military and Veteran Services, Administrative Services and Occupational Safety and Health program. The Executive Director works closely with the Vice President of Institutional Advancement to develop and environment that fosters creativity and innovation for staff and students.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide leadership and supervision for non-instructional campus personnel as assigned.

Responsible for the Military and Veteran's Service Center (MVSC). This center provides direct academic counseling to active duty military personnel, retirees, military dependents and students on VA supported programs. It is a one stop shop that controls and coordinates interaction with military students and dependents with credit and Continuing Workforce Education Programs. Within MVSC are embedded employees of the Veterans Administration that work with and provide direction for student enrolled in VA programs. The MVSC also manages the College's internal certification program for VA benefits to qualify students.

This position also is responsible for the coordination and policy initiation of all Continuing Workforce Programs at the five campuses and centers. Provides guidance and direction to insure consistency in CWE programs across the college including areas of financial determinations.

Responsible for the Institute for Occupational Safety and Health. Within this department is the Susan Harwood Grant, The Safety and Environmental and Emergency Technician Program, The Environmental Workforce and Job Training Program and Maritime Safety and Security.

Manages the College's ConEd Program. This program consists of over 100 different Continuing Workforce offerings designed to make students more employable. Within the ConEd program is the Corporate Learning and Training Solutions Department. This group provides training to private industry both in our college classrooms and computer labs as well as on site at corporate locations.

Plans and coordinates all support services and systems necessary for the Urban Resource Center as well as the Institutional Advancement Division. Supervises daily division operations, i.e., payroll, human resources, supervision and evaluation of staff, security, maintenance, equipment and support printing/duplication, mail services, room scheduling, purchasing and billing, inventory, receiving, contracted services for The URC Business Office, financial planning and disbursements and information systems.

Coordinate activities and interaction of division personnel, college services, and others involved in the design, construction, renovation, remodeling and/or repairs at the URC and MVSC buildings.

Develop, prepare and analyze division budgets and maintains fiscal quality control.

Recommend policies and procedures necessary to enhance the operation of the division.

Establish and maintain the division planning process that integrates with the college planning initiatives.

Plan and manage division facilities and facilities projects in cooperation with the associate vice president of facilities.

Negotiate and manage rental contracts and lease agreements as required for the ongoing operation of the division as delegated by the College's contracting officer.

Develop community support by participation in various civic and community organizations.

Represent the division at appropriate functions, meetings, and committees as directed.

Perform related duties as required.

**SUPERVISION RECEIVED**

Supervision is received from the Vice President of Institutional Advancement.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

**PREFERRED QUALIFICATIONS**

Bachelor's degree in business administration, education, or related field supplemented by five (5) years of progressively responsible experience in coordination with provision of support services primarily in a supervisory capacity

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/2014