BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Continuing Education, Corporate and Public Sector Training

DEPARTMENT: Continuing Education, Corporate and Public Sector Training / Academic Affairs

FUNCTION: Plans and develops the instructional objectives for the Division of Continuing Education, Corporate and Public Sector Training. Serves as the liaison with the academic divisions, the community, government and law enforcement, public schools, and corporate, public and non-profit organizations; promotes Continuing Education and the College.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Managing Director of Continuing Education, Corporate and Public Sector Training, Business Development Manager, Associate Dean of Health Professions, Accountant, Business Accelerator Office Manager/Office Coordinator, Regional Director of the Small Business Development Center (Grant-funded) and Senior Secretary; oversees Program Supervisors, Secretaries and Senior Secretaries

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Plans and develops the instructional objectives for the Division of Continuing Education, Corporate and Public Sector Training.
2. Serves as the liaison with the academic divisions, the community, government and law enforcement, public schools, and corporate, public and non-profit organizations; promotes Continuing Education and the College.
3. Supervises the registration and accounting functions for the Division of Continuing Education; oversees the preparation and submission of payrolls within assigned programs.
4. Prepares closeout audits for each course offering and for the signature of the Vice President of Academic Services; submits financial and programmatic reports to co-sponsoring and collaborating agencies.
5. Develops, supervises and conducts non-credit programs in assigned areas; recommends and orders approved textbooks and related instructional materials and equipment.
6. Assesses community needs and recommends programs to meet identified areas of demand; oversees contract and corporate training and maintains linkages with the academic divisions.
7. Recruits and supervises scheduling, registration, and assigned program supervisors.
8. Provides support and/or direction to assigned program supervisors, coordinators, instructors,
panelists, seminar and workshop leaders and others in carrying out their respective duties for non-credit programs; evaluates all program personnel.

9. Directs the preparation of schedules and publicity for programs, courses, workshops, seminars, and other non-credit events.

10. Attends workshops, courses, meetings and other activities to further divisional objectives.

11. Implements College and divisional policies and procedures.

12. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

13. Prepares, track, monitors and adheres to an annual budget; does cost projections for all activities, programs and courses and approves work orders and purchase requisitions.

14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.

16. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree required; Doctorate preferred

Experience: Minimum of 7 years of experience in program development and coordination of non-credit courses, including budget and payroll management is required. Prefer supervisory experience and background in working with community organizations and outreach programs.
Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: __________________________  Date: ___________
Name/Title

Approved by: __________________________  Date: ___________
Name/Title

Reviewed by: __________________________  Date: ___________
Human Resources

Board Approval: _________________________  Date: ___________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE