BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of Continuing Education, Corporate and Public Sector Training

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

FUNCTION: Oversees the programmatic operations for the Division, ensuring the successful development and implementation of courses, customized training, programs and initiatives, for all non-credit career/skill certificates that are sustainable and have the potential to generate revenue. Directs the planning, assessment, marketing, staffing and monitoring for all programs.

REPORTS TO: Dean of Continuing Education, Corporate and Public Sector Training

SUPERVISES: Program Supervisors and Secretaries

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs the day to day programmatic operations for the Division including the identification, development, implementation, evaluation, and management of approved non-credit certificate career/skill training programs (for professionals and professional trades); oversees the curricula and training activities to meet demand; ensures compliance with appropriate accreditation and regulatory agencies.

2. Supervises the development and implementation of contract hour (CEU) granting programs; plans and schedules activities in accordance with accreditation standards.

3. Evaluates program activities’ effectiveness in assisting participants to develop targeted competencies.

4. Develops, writes, and submits funding for grant proposals and partnership opportunities.

5. Coordinates the creation of customized training programs for private and public entities, agencies, and the Consortium of Community Colleges.

6. 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.

7. Prepares, tracks, monitors, and adheres to an annual budget.

8. 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.
9. Subject to senior management review and final board approval, has the responsibility, power, and authority to hire, fire, discipline, and promote full and part-time employees.

10. Performs additional tasks or duties as assigned by the Dean of Continuing Education, Corporate and Public Sector Training 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 of Science or Master of Arts Degree required.

Experience: Minimum of 5 years of experience in program and budget development for professional programs in a higher education setting required.

Other: Ability to work a varied schedule including evenings and weekends as necessary.

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