



<b>Position Title:</b>	Manager		
<b>Reports To:</b>	Department Chairperson		
<b>Department:</b>	Community Education	<b>Job Code:</b>	0145
<b>Prepared By/Date:</b>	Elizabeth De Arazoza/09-10-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Isabel Medina/09-10-2009	<b>Salary Grade:</b>	15
<b>Revised:</b>	Jennifer C. Brito/10-01-2009	<b>FLSA Status:</b>	Exempt

### **Summary:**

Provides leadership in organizing, scheduling, coordinating, and managing specific Community Education program or programs at a campus within Miami Dade College.

### **Essential Duties and Responsibilities:**

- Manages the coordination of courses in one or more programs within Community Education.
- Creates and manage marketing strategies for new and existing programs within the community using a variety of mediums.
- Manages, evaluates, and assesses the fiscal integrity of the programs.
- Prepares reports on enrollment, revenue, and expenses.
- Develops strategies to create and expend current and future programs.
- Approves new and current course offerings, program/course descriptions, and instructional assignments that are relevant to community needs,
- Approves class schedules, cancellations, and changes of courses.
- Hires, selects, trains, supervise, and evaluate instructors and staff for courses in one or more programs within Community Education.
- Maintains accuracy of course information in Odyssey, on the master schedule, and on the Community Education website.
- Assists instructors with preparing syllabi, selecting textbooks, and instructional materials.
- Participates in student registration and advisement.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and polices and procedures.
- Knowledge and familiarity with relevant information systems, databases, and software applications in an educational setting.
- Knowledge of budgeting and fiscal management principles and procedures.
- Knowledge of current developments/trends in area of expertise.
- Skill in budget preparation and fiscal management.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Ability to understand and negotiate contracts.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to read, analyzes, and interprets common scientific and technical journals, financial

reports and legal documents.

- Ability to respond to common inquiries or complaints from students, faculty, staff, regulatory agencies, or members of the community.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in related field and two (2) years of experience directly related to the duties and responsibilities specified or a Bachelor's degree in related field and six (6) years of directly related experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name