



Position Title:	School Director, Business		
Reports To:	Academic Dean		
Department:	College-wide	Job Code:	0161-00E
Prepared By/Date:	Carol Flynn/11-04-2004	Job Group:	PEC
Approved By/Date:	Dr. Lenore Rodicio/5-24-2010	Salary Grade:	19
Revised:	Jennifer C. Brito/06-07-2010	FLSA Status:	Exempt

Summary:

The Director, School of Business has college-wide responsibility for ensuring student access to quality programs, creating effective partnerships with business and industry, and working closely with faculty for the delivery of effective instruction. This individual is an integral member of the Kendall Campus Councils and collaborates with the administration on each campus. The Director works closely with business and industry representatives and the advisory board to be certain that the College's programs meet the needs of the work force and to maximize opportunities for students.

Essential Duties and Responsibilities:

- Coordinates the process to implement or revise curricula
- Represents the School in the community and by serving on a variety of College and Campus communities
- Plans appropriate course schedules for each campus
- Ensures the effective use of resources; prepares and monitors budgets
- Oversees the School's strategic plan in order to accomplish the mission and goals
- Develops opportunities for new programs and articulation agreements
- Articulates the vision for the School of Business, will include goals for recruitment and retention
- Reviews process for the programs quality and completion
- Hires, supervises and evaluates the Chairs within the School of Business
- Maintains compliance with criteria of accrediting agencies and the collective bargaining agreement
- Assures implementation of the faculty advancement process and, with the Chairs, encourages the development of new instructional strategies
- Works closely with the Chairs in the School of Business
- Identifies equipment and resources needed to support the classroom and lab operations
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of criteria of accreditation agencies, especially the Southern Association of Colleges and Schools (SACS).
- Knowledge of Microsoft office software and specific computer programs related to area of expertise.
- Knowledge of budget preparation.
- Effective leadership and management skills.
- 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.

- 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 customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment.

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 and talk or hear. The employee is occasionally required to 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:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

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

- Masters degree in Business with six (6) years of progressive experience.
- Must be able to work a flexible schedule that may include evening and weekend assignments.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name