



Position Title:	Program Manager – Non-Credit Programs	
Reports To:	Department Chairperson	
Department:	Community Education	Job Code: 0702
Prepared By/Date:	Jennifer C. Brito/08-2007	Job Group: PEC
Approved By/Date:	Geoff Gathercole/08-2007	Salary Grade: 15
Revised:	Jennifer C. Brito/06-01-2009	FLSA Status: Exempt

Summary:

Provides leadership to organize, schedule, coordinate and manage specific Community Education courses that include courses in the Environmental Center, the Construction Training Institute, Evening and Outreach Centers, Weekend College, Music Programs, two court mandated programs: CODP (Children of Divorcing Parents) and KIDS (Kids in Divorce Succeeding).

Essential Duties and Responsibilities:

- Ensures safety, comfort and quality of the experience of visiting students by evaluating and improving the status of the facility and the programs delivered to increase the quantity and quality of tours and usage of the facility by public and private schools as well as the College community.
- Manages, coordinates and schedules courses for the Construction Training Institute and supervise staff to ensure enrollment and revenue goals are met.
- Hires, selects, trains, supervises, and evaluates instructors and staff
- Develop strategies to create and expend current and future programs.
- Creates and manages marketing strategies for new and existing programs within the community using a variety of mediums.
- Coordinates curriculum development for new programs by contacting industry content experts to offer programs that are in demand within the industry.
- Negotiates contracts with five (5) Public High Schools/Middle School within Miami-Dade County to use facilities for credit and non-credit courses during the evening and Saturday mornings totaling 1000 classes' schedules per year, which serve as an outreach center.
- Hires and supervises outreach site coordinators that liaison with site administrators to ensure smooth operations throughout the year.
- Directs the ongoing scheduling and delivery of group and private music lessons by supervising the coordinator responsible for scheduling to ensure course offerings and facility utilization.
- Collaborates with credit music staff on the development of new programs for the community to ensure course offerings that will result in increased enrollment.
- Directs the coordinator of Kendall Campus program for two court mandated programs by collaborating with the College-wide director in the scheduling and administration of class offerings to ensure quality and maximized enrollment.
- Performs related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies 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.
- Knowledge of contracts and grants preparation and 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 moderate.

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

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name