

College Campus Manager, Continuing Ed
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of an assigned supervisor, perform a variety of complex tasks related to the implementation, administration, and monitoring of campus programs and services; and provide support to faculty, staff, and students in distance education courses and programs offered at the campus.

Examples of Duties

1. Recommend and assist in the implementation of campus goals and objectives.
2. Evaluate campus operations and activities; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures, and the use of center facilities, equipment, and other resources.
3. Participate in planning activities; assist in developing, implementing, and assessing new programs and services; research, compile, analyze, and summarize data for special projects, programs, services, and various comprehensive reports, assist in the preparation of class schedules.
4. Oversee, coordinate, and assist in providing campus student services programs including admissions and records, counseling/advising, financial aid, and student government/activities.
5. Provide information regarding college policies, procedures and processes to faculty, staff, and students.
6. Assist in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures and budget accounts.
7. Oversee complex clerical and technical assistance for the campus distance education programs.
8. Supervise, plan, prioritize, and evaluate the work of campus staff; coordinate work flow and activities among departments or offices; schedule coverage of activities; oversee campus activities to assure proper service levels.

Example of Duties (continued)

9. Supervise the development and implementation of internal and external communications.
10. Assess community and corporate training needs; collaborate with community partners to meet community training and continuing education needs; solicit and interview potential instructors; and submit required community education proposals for approval.
11. Participate in the selection, orientation, training, and evaluation of employees.
12. Develop calendars of campus activities, meetings, and various events; coordinate activities with other departments, offices, students, the public, and outside agencies.
13. Participate in community activities that enhance the College's presence.
14. Perform other duties as assigned that support the overall objective of the position.

Minimum Qualifications

- Bachelor's degree from an accredited institution or equivalent.
- Three years demonstrated progressively responsible leadership and supervisory roles in an educational or customer service setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Specialized professional knowledge of higher education regulations, services, and programs.
- Strong working knowledge of service area.
- Computer office skills, including word processing, spreadsheet, presentation, database, email/calendar, website management, and publication software products.
- Office processes and procedures; strong organizational skills.
- Strong oral, written, and presentation skills.
- Basic bookkeeping practices and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Research and data analysis skills.

Knowledge and Abilities (continued)

Ability to:

- Learn and apply the most up-to-date regulations, policies, and guidelines relating to admissions, registration, graduation, financial aid, special services, and other programs and services.
- Respond to stressful and/or urgent situations in a calm manner, following established protocols for action.
- Work independently and collaboratively, prioritize workload, analyze problems, and determine solutions.
- Maintain productive work relationships with students, staff members, and the general public.
- Work at more than one physical location and with rotating work schedules.
- Demonstrate leadership abilities.
- Use initiative and resourcefulness in problem-solving.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified manager position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)