

VICE PRESIDENT AND DEAN OF COMMUNITY SERVICES AND
CORPORATE EDUCATION-WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the President-Westchester Community College, the Vice President and Dean of Community Services and Corporate Education is responsible for the administration, coordination, and development of programs and services provided by the Division of Continuing Education which include Public Services, the Professional Development Centers, Community Services, the English as a Second Language Institute and the Retirement Institute. Responsibilities involve establishing short and long-range fiscal and programmatic goals, directing and participating in the recruitment, selection and evaluation of faculty and staff, establishing and directing the implementation of operating procedures and qualitative standards identifying Federal and State grant opportunities, implementing funding and directing the preparation of the division budget. This position serves on the cabinet of the President of the College and participates in the formulation and interpretation of policies established by the President and his cabinet. Supervision is exercised over a substantial number of educational, professional, technical and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Sets overall academic policy and conducts long-range planning projects and studies to meet established goals and to carry out the mission of the College;

Manages the administrative and operative functions of the Continuing Education Division to ensure quality programmatic services to the business community, other targeted constituencies, and to all Westchester County residents, and to promote the College's profile and provide additional sources of revenue;

Directs the administrative and operational details of the division to ensure that appropriate systems are in place, including registration, recordkeeping, bursar functions, report generation and filing, contracts and payroll procedures;

Manages, plans and coordinates the development and expansion of programs, and evaluates existing programs to ensure that community interests and needs are met;

Directs the writing of grants for new and innovative programs, identifies new State, Federal and Foundation funding opportunities, obtains funding for special projects, and works with the appropriate division to implement programmatic additions or changes;

Establishes long and short-term goals for the division which are consistent with the College's objectives by planning for departmental and personnel restructuring;

Directs and participates in the recruitment, selection, assignment and evaluation of faculty and staff to provide quality instruction and educational training;

Motivates and encourages professional development of employees; develops, implements and makes recommendations for staff improvement, staff retention, or dismissal; develops and implements performance appraisal procedures;

Directs the preparation of the division's capital and operating budgets and monitors budget expenditures to ensure compliance with fiscal goals and objectives;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Recommends new courses, programs or funding sources to the President of the College, and develops strategies for recruitment in response to trends and interests;

Develops operating and teaching standards to promote quality instruction and services;

Supervises and participates in marketing the division's programs and activities through overseeing brochure design, open-houses, electronic media, and other creative advertising vehicles;

Consults with department heads and program directors regarding resource allocation, program development, personnel issues, registration problems, etc., to effectively integrate department functions and ensure conformity with the overall objectives of the division;

Participates in a variety of community, advisory and academic activities in conferences, seminars and workshops to increase awareness of new educational trends and opportunities, innovative instructional methods and specialized equipment and public interests and needs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and policies of education; thorough knowledge of public administration; good knowledge of the theory, principles, and practices of research; ability to write and speak effectively; ability to plan and direct the work of others; ability to interpret the Center and the College to the community; ability to establish and maintain professional relationships; sound professional judgment; integrity; diplomacy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in Educational Administration and eight years of professional experience, three of which must have been devoted to teaching and/or administration.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.