

JOB DESCRIPTION

TITLE: Director of Business Solutions (CEWD)

JD#13

I. GENERAL RESPONSIBILITIES:

This position is responsible for program and course planning, development, implementation and evaluation for the Continuing Education & Workforce Development division of Garrett College; develop, plan, implement, and assess programs/courses designed to provide professional development opportunities and customized training for businesses. These programs and/or courses are offered via organizational/agency contracts or to specific groups and the general public. Certain courses will also involve grant preparation, special implementation and reporting.

II. REPORTING TO THIS POSITION:

- Coordinator of Business Solutions
- Program Associate
- Continuing Education Adjunct Instructors

III. POSITION REPORTS TO:

Dean of Continuing Education and Workforce Development

IV. RESPONSIBILITIES: (Illustrative Only)

1. Plans, schedules, implements and evaluates courses for targeted Organizations/agencies, and programs for targeted populations.
2. Sets annual goals for the Business Solutions unit of CEWD, including revenue, enrollment, and FTE.
3. Develops, and helps to implement, strategies to actively initiate relationships with Garrett County businesses, organizations and agencies.
4. Manages the planning, implementation, evaluation, and administration of cooperative credit/non-credit course offerings.
5. Prepares, monitors and evaluates the annual budget for Business Solutions.
6. Coordinates with the licensing and certification authorities to insure that course work meets requirements.
7. Interviews and selects adjunct faculty.
8. Provides for the supervision, direction and evaluation of adjunct faculty.
9. Identifies curriculum needs and provides curriculum development for target populations.
10. Evaluates all course offerings and contract proposals to ensure pricing is accurate and will meet CEWD goals.
11. Directs support staff in the development, preparation, and distribution of course and program promotional materials.
12. Directs the College's noncredit entrepreneurship programs and services, collaborating with other entities as appropriate (i.e. SBDC, GC Economic Development).
13. Identifies and procures supplies, materials, equipment, texts and support services for courses and programs.

14. Prepares planning sheets, CC-10s and grants.
15. Represent Garrett College in the business and educational communities and promotes awareness of CEWD through targeted marketing/networking endeavors.
16. Develop conferences and special events to meet business and community needs.
17. Evaluate success/effectiveness of programs/courses, and using that evaluative data adjust as needed.
18. Participate in local and statewide committees/organizations in order to enhance and expand CEWD opportunities.
19. Performs other related duties as assigned.

V. SKILLS AND KNOWLEDGE:

Superior organizational and analytic skills; excellent supervisory skills; excellent interpersonal and communication skills including the ability to represent the College in public; strong skills in program and curriculum development; computer application skills, knowledge of ethics and confidentiality issues.

VI. QUALIFICATIONS:

Minimum requirement: Bachelor's degree and three years of full-time experience in program development or as a program coordinator.

VII. PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

VIII. SPECIAL REQUIREMENTS: None.

IX. FLSA STATUS: Exempt

X. CLASSIFICATION: 13

President (or Designee)	Date	Employee	Date
Revision Date:	04/01/1990		
	03/28/1996		
Title Change:	05/24/1994		
Title Change:	05/16/2000		
College Name Change:	07/01/2002		
Revision Date:	05/19/2004		
Revision Date:	11/10/2008	MCS 05	
Revision Date:	12/31/2009		
Revision Date:	05/12/2014		
Revision Date:	08/01/2017		
Revision Date:	0718/2018		