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## POSITION DESCRIPTION – DIRECTOR OF COMMUNITY PROGRAMS

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Supervisor: Dean  
Employment Status: Full-time, Exempt  
8.14.17

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### PRIMARY OBJECTIVES

The director of Community Programs provides the leadership and educational management for both Continuing Education and Co-Operative Education programs. The director is responsible for planning, implementing, and assessing Community Programs as well as fostering community relationships.

### RESPONSIBILITIES AND DUTIES

#### *For Continuing Education (CE)*

1. Develops and manages programmatic infrastructure to include but not limited to print and web marketing, maintenance and integrity of CE student record system, balancing accounts and hiring and supervision of faculty.
2. Researches, develops, and implements new CE activities consistent with the mission of the College and expressed needs and market demands.
3. In partnership with DCAD Admissions and Communication departments, develops and coordinates events and programs designed to attract and engage students for CE and Summer Camps.
4. Develops and manages the six week Summer Camp program including the existing Pre-College Camp.
5. Advises potential students on course or camp selection, relevance, and benefit.
6. Delivers on-campus and off-campus presentations about CE and Summer Camp activities.
7. Collects and analyzes data and prepares reports on program accomplishments and finances.

#### *For Co-Operative Education: Internships*

1. In collaboration with the dean and area coordinators, develops and manages the co-operative learning programmatic infrastructure to include but not limited to internship opportunities, assessment of student learning, workshops, student housing, and student record system.
2. Collaborates with Admissions and Academics to coordinate marketing opportunities using a CRM system for new and existing students.
3. Cultivates and maintains community partnerships for student summer internships.
4. Advises, mentors, and supervises students in DCAD's cooperative learning programs.
5. Delivers on-campus and off-campus presentations to parents, students, and community business leaders about cooperative learning opportunities.
6. Collects and analyzes data and prepares reports on program accomplishments and finances.
7. Maintains a database of student referrals, employer opportunities, placements, and outcomes.
8. Participates in employer and job development, provides resume referrals to employers, maintains employer relations, and develops and delivers educational activities to support the program.

### Minimum Qualifications

1. Bachelor's degree in a relevant field.
2. Three (3) years of relevant experience including management and supervision.
3. Proficient computer skills i.e., Windows, Word, Excel, PowerPoint, Adobe.

### Preferred Qualifications

1. Experience in higher education or relevant field, preferably as an assistant or director.
2. Demonstrated success in building community programs and/or implementing academic programs.
3. Demonstrated entrepreneurial skills.
4. Ability to use statistical data for program development, marketing, and assessment.
5. Effective interpersonal skills with the ability to work with a diverse community.
6. Strong oral and written communication skills.
7. Ability to multi-task and work independently as a team player.