

Seward County Community College
Structured Compensation - Job Description
Director of Outreach

Data Year: 2018

Prepared On: 10/31/2018

Department:	Academic Affairs	Grade:	12
Reports To:	VP of Academic Affairs	Classification:	Exempt
Supervises Direct:	11	Supervises Indirect:	40
Approved By:	Dr T Carter	Effective Date:	10/31/2018
		Revised Date:	10/31/2018

Role:

To direct the outreach functions of the college including scheduling of courses, hiring and supervision of outreach coordinators, hiring and evaluating of faculty, providing professional development opportunities for outreach faculty, and representing the college at outreach sites and functions.

Essential Functions & Responsibilities:

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|---|-----|---|
| E | 40% | Performs regularly scheduled visits to the outreach sites, involving the VP of Academic Affairs and Deans as needed. Ensures faculty received a eWalk and course evaluation. |
| E | 25% | Oversees the functional operation of outreach programs including establishment of course schedules, ordering of textbooks/materials, required personnel paperwork, submission of payroll requests, facilitating credential evaluation of outreach faculty, organizing professional development activities, development of department budget, supervision of coordinator, and other aspects in order to assure integrity of outreach courses and operations. |
| E | 20% | Serves on college committees and working groups such as instructional team and Enrollment Management Retention Academic Affairs. |
| E | 10% | Schedules, enrolls, and promotes high school concurrent enrollment and career and technical education, course offerings as well as credit hour courses offered in the college outreach service area in collaboration with the deans and Admin Assistant to the VP of Academic Affairs. |
| N | 5% | Works with the director of business and industry to identify and promote non-credit and customized training courses at outreach sites as needed. |

Performance Measurements:

1. Strengthen and expand outreach relations of the college including high school concurrent and career and technical education courses and other courses offered by the college through regular and consistent interaction with outreach sites including face to face meetings as well as regular phone, e-mail, and conference call discussions.
2. Organize, schedule, and implement regular in-service and professional development activities with outreach coordinators, faculty and staff.
3. Evaluate and assess the effectiveness and integrity of the college's outreach operations and work with the VP of Academic Affairs in improving the operation.
4. Hire and supervise a qualified faculty and staff to meet the academic and instructional expectations of outreach courses and programs.
5. Effectively utilize college resources to ensure effective operations of outreach programs.

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6. Comply with federal, state, and local regulations regarding the college's outreach operations.
7. Ensure that outreach operations meet the college and community expectations related to course scheduling, employment of personnel and purchasing for the department.
8. Publicized outreach offerings through collaboration with the director of marketing and public relations and the admissions office.
9. Collaborate with and inform campus departments and divisions of outreach operations as needed.
10. Work effectively with the director of business and industry to identify and promote non-credit and customized training courses at outreach locations.
11. Attend events and answer questions for the public, and outreach sites regarding the college and specifically outreach operations.
12. Maintain a professional work environment and businesslike appearance.
13. Actively participate in professional development activities which lead to improved college operations and personal professional goal attainment.
14. Actively participate in college committees as assigned.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge of :</p> <p>Supervision of personnel.</p> <p>The college student information system (Banner).</p> <p>Family Education Rights and Privacy Act (FERPA) guidelines and confidentiality regarding students and personnel.</p> <p>The geographic service area of the college.</p> <p>General budget principles and practices.</p> <p>Accreditation and KBOR policies.</p> <p>Skills:</p> <p>Strong communication skills verbal, written, and electronic are essential for effectively achieving the expectations of this position.</p> <p>Presenting information clearly and effectively.</p> <p>Problem solving.</p> <p>Human relations and organizational management are essential.</p> <p>Customer Service is essential.</p> <p>Proficiency in software applications including word processing, spreadsheet, and integrated</p>

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database utilization is required.

Abilities to:

Motivate or influence others is a significant aspect of this position, requiring a strong understanding and use of diplomacy, trust, and interpersonal skills.

Work with students and personnel of all cultures.

Complete job responsibilities with minimal day-to-day direct supervision.

Maintain a consistent demeanor and remain calm in tense situations.

Perform under high levels of stress during peak times.

Physical
Requirements

Physical requirements are based on an 8 hour work day and may vary slightly, involves:

Sitting for a period of 2 hours at one time with a total of 5 hour

Standing for a period of 1 hour at one time with a total of 1 hours

Walking for a period of 1 hour at one time with a total of 2 hours

Lifting and carrying up to up to 10 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping and fine manipulation.

Bending, squatting, and reaching level occasionally

Drives a college vehicle on a weakly basis.

Work Environment Typical office environment. May occasionally work a weekend or evening during special events. Overnight travel may be required occasionally.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature