

POSITION DESCRIPTION

JOB TITLE: DIRECTOR OF NEVADA CENTER

DEPARTMENT: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS

SCHEDULE DETAILS: FULL TIME; 12 MONTHS

DATE OF LATEST REVIEW/REVISIONS: APRIL 2, 2024

What we are looking for:

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The Director of the Nevada Center is responsible for leading and coordinating the successful operation of the Crowder College Nevada Center (Moss Higher Education Center), with oversight for personnel, classes, programs, facilities, budget, community relations, recruiting, admissions, and advisement. The Director also works collaboratively Executive Director of Student Support Services to support the Nevada Director of Student Support Services.

Essential Job Duties

Some of the duties listed below entail day-to-day management of the site and may vary depending on the need(s) of the college. Priorities Include:

- Serve as the chief administrative officer for the Nevada Center, supervising all daily operations
- Select, train, supervise, and evaluate Center staff
- Develop and maintain a positive culture of collaboration, communication, and community
- Recruit, select, train, supervise, and evaluate Center instructors in coordination with the appropriate Division Chair and Associate Vice President of Academic Affairs
- Coordinate onboarding of new instructors, professional staff, and classified staff
- Develop and manage the Center budget
- Develop and manage class schedules
- Oversee facilities management, including maintenance, space and equipment
- Coordinate efforts with outside agencies for partnerships in the community and other Crowder entities for use of the facility
- Manage curriculum as needed, in coordination with Division Chairs and the Concurrent Enrollment Coordinator
- Respond appropriately and professionally to student, staff and community concerns
- Represent the Center at all appropriate meetings on and off campus
- Work as part of the college's administrative team to advance the college and its mission
- Work with other Crowder administrators to balance policy and practices with the unique needs of the Nevada Center

- Collaborate with the Associate Vice President of Academic Affairs, Vice Presidents, the President and other stakeholders to establish a vision for the Nevada Center
- Work collaboratively with the Executive Director of Student Support Services to support the Nevada Director of Student Support Services
- Work with the Nursing Division and staff to coordinate the use of the Nevada Center to serve Nursing students
- Perform other related duties as assigned

Knowledge, Skills & Abilities

- Ability to lead and teach in a community college setting
- Demonstrated ability to manage budgets
- Ability to develop and maintain complex schedules
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public
- Understanding of enrollment and retention processes
- Ability to build and maintain a supportive and thriving learning community that encourages life-long learning
- Ability to build and maintain partnerships
- Information Technology abilities required:
 - Ability to operate a computer in a Windows environment
 - Ability to operate a computer within the Crowder College network environment
 - Ability to utilize all relevant computer programs and systems
 - Ability to utilize email
 - Ability to perform basic Jenzabar functions
 - Ability to utilize Microsoft Office and Microsoft Teams
- Creative and analytical skills:
 - Ability to define problems, collect data, establish facts, and draw valid conclusions
 - Ability to devise or modify methods or processes to solve specific problems
 - Ability to plan, develop, and implement all necessary policies and procedures to ensure that the Nevada Site follows ethical guidelines
- Language/Communication Skills:
 - Ability to communicate effectively with a variety of people, including staff, students, other professionals, and the general public, in both written and oral formats
 - Ability to interact with a broad range of people both on and off campus in a positive and constructive manner

Education and Experience

- A Master's degree from a regionally accredited college or university
- Two years related experience, preferably in an education setting
- Teaching experience preferred, especially in a community college setting
- Valid driver's license is required

Positions Supervised

Faculty, Classified and Professional Staff of the Center

Working Environment

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals

- Normal college working hours, but adjustment of hours involving evening and/or weekend work will occasionally be required
- Travel to the Neosho campus and other Centers, as needed
- A neat appearance and appropriate businesslike apparel are required
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical

- Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites
- Input, access and distribute information using digital technologies
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision

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