NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Hanson-Sewell Center

Department: Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof II
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Full Time
Reports To: Associate Dean of Outreach Services
Amount of Travel Required: As needed
Positions Supervised: Adjunct Faculty
Contract Length: 12 months

PURPOSE:
The Director of The Hanson-Sewell Center is responsible for the development of community driven strategic plan for the center within the overall mission of Northeast Texas Community College. The director will plan, organize, develop, and evaluate programs and services which will achieve the mission, goals, and objectives of the plan. The director will also recruit and develop a community council and pool of volunteers who will provide community assistance in the development of the strategic plan, provide financial and material resources, provide counsel and direction in the implementation and evaluation of the plan, and provide volunteer human resources in the operation of the center’s programs and services. The director reports to the associate vice president for outreach services and works closely with the dean of workforce education, dean of enrollment management, the directors of instruction, the director of student development, and the development officer as well as the community council.

MAJOR RESPONSIBILITIES:
• Coordinate a community driven strategic plan for the center within the overall mission of the College
• Recruit and develop a standing community council which will provide guidance in the implementation of the plan, provide financial and material resources, and assist in the recruitment and development of an on-going pool of volunteers.
• Establish positive working relationships and/or partnerships with public and private schools in Camp, Franklin, Upshur, and Wood Counties, business, industry, civic and community organizations, local government entities, and state agencies.
• Provide external funding by obtaining gifts, receiving grants, and maintaining partnerships with business and industry.
• Work closely with the development officer and the coordinator of grant initiatives in obtaining financial and material resources so the center will be cost-effective.
• Provide overall administrative and instructional leadership in the development and success of the center.
• Develop policies and procedures with the assistance of the community council in the use and operation of the center.
• Work closely with the faculty and the dean of workforce education and the directors of instruction regarding credit instruction and evaluation.
• Work closely with the faculty and dean of workforce education, director of continuing education and corporate training, and director of professional education and allied health regarding non-credit instruction and evaluation.
• Work closely with the faculty and public information officer, director of graphic arts, and other College colleagues to promote all programs, courses, services, and activities of the center.
• Work closely with the enrollment management staff and the faculty in the recruitment, enrollment, and retention of students.
• Develop and maintain a one-stop, full-service system of customer service in collaboration with appropriate College colleagues.
• Stay abreast of research and best practices in off-campus curriculum, instruction, and services.
• Prepare and maintain an annual budget which supports the mission of the center.
• Perform other duties as assigned by the associate vice president.
• Prepare and provide annual enrollment and activity reports to the Board of Trustees.

POSITION CHARACTERISTICS:

• Strong leadership skills and the ability to work successfully with diverse groups of people and with members of a community council almost on a daily basis
• Broad knowledge of the American community college
• Knowledge and skills concerning diverse curricula, teaching, instructional technology, student development, and regulatory and accreditation rules and regulations
• Progressive educational leader.

QUALIFICATIONS:

• Strong thinking, listening, speaking, writing, training, planning, implementing, organizing, and evaluating skills are essential
• Ability to coordinate activities with various stakeholders
• Ability to raise financial and material support
• Successful teaching is preferred
• Having lived in the community is preferred
• Bachelor’s degree is required and a Master’s degree is preferred
SIGNATURES:

Director of the Hanson-Sewell Center

Associate Dean of Outreach Services

Vice President for Student and Outreach Services

President

Job Description developed: August 2005
Reviewed: 
Revised: 
Preparers: Dr. Judy Traylor, Dr. Charles Florio