Job Title: Manager

JOB SUMMARY

The Manager is responsible for managing complex activities within an assigned area and overseeing contribution toward area goals, objectives and mission.

MAJOR DUTIES

Manages various complex activities within one or more assigned areas
Contributes toward defining goals, objectives, and mission of assigned programmatic, operational, administrative, support services, or sub-functional areas;
Develops, maintains, and fosters effective working relationships;
Manages the budget and resources of the assigned area;
Manages human resources functions for employees of assigned area;
Assists in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines.
Visible in community and increases awareness of college offerings;
Maintains required documentation and completes reports as needed.

COMPETENCIES

Skill in the use of computers and job related software
Skill in planning and organizing projects
Skill in oral and written communication
Skill in interpersonal relations and effective problem solving methods
Skill in analyzing data and situations for accurate assessment
Knowledge of the college philosophy and objectives as they relate to performance
Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education
Ability to work with staff and faculty in integrating effective assessment practices
Ability to supervise, advise, and mentor staff
Ability to provide leadership in high-pressure situations

MINIMUM QUALIFICATIONS

Bachelor’s degree

OR
Five (5) years of experience in a related field

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.