**Position Title:** **DIRECTOR OF CONTINUING EDUCATION**

**Department:** Continuing Education

**Reports To:** Executive Vice President

**Classification/**
**FLSA Status:** Level II (Exempt Administrative)

**Primary Function:** The director of continuing education is responsible for developing, directing and supervising the continuing education activities of the college.

**Key Responsibilities:**

1. To develop, direct, supervise and grow on and off campus continuing education programs for licensed Doctors of Chiropractic and for students of chiropractic

2. To oversee the daily operations of the department of continuing education and the up to date maintenance of a departmental operations manual

3. To develop and continually update continuing education policies

4. To establish departmental goals to achieve a productive impact and to determine workable objectives

5. To prepare and manage the annual budget for the department of continuing education

6. To make profit-oriented decisions and develop cost-control measures where appropriate

7. To supervise and support the work of all staff/employees of the Department of Continuing Education

8. To monitor customer needs/wants in order to meet customer expectations and develop repeat postgraduate customers; to plan and implement a marketing approach for CE programs; to provide interesting promotional material for postgraduate programs to respective markets

9. To prepare and submit, to the executive vice president and the director of institutional effectiveness and accreditation, semi-annual effectiveness reports regarding the success of department personnel in achieving the goals and objectives for the department of continuing education

10. To utilize outcomes information for the ongoing development of the effectiveness of the department of continuing education

11. To direct, supervise and participate in the annual Lyceum program

12. To negotiate favorable contracts with program presenters

13. To oversee adherence to state board continuing education program application requirements

14. To keep abreast of current events, trends and programs in the area of chiropractic postgraduate education

15. To provide seminar summaries for all sponsored continuing education programs and/or events to the executive vice president

16. To maintain up-to-date financial records for all post-graduate programs/ events

17. To ensure and provide consistent communication and customer service to all program attendees

18. To negotiate favorable facility, equipment and catering contracts for postgraduate programs

19. To coordinate with the department of marketing and communications in the design of seminar, program and event mail pieces and advertisements

20. To provide new alumni with an overview of the continuing education requirements for licensed Doctors of Chiropractic as well as information regarding continuing education opportunities offered by the college at graduation meetings facilitated by student affairs

21. To supervise the maintenance of an accurate mailing list, electronic mailing lists and other necessary means of communication for the promotion of CE programs

22. To coordinate departmental disseminations of mail and other means of promotion with other college departments

23. To hire, train and supervise college work-study students to provide effective assistance to the continuing education department

24. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

25. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position

26. To assume such other duties as assigned by the executive vice president

**Basic Knowledge and Skills:**

1. Associate's degree or prior managerial experience in office environment

2. Critical thinking and problem-solving skills

3. Excellent customer services skills

4. Excellent interpersonal and communication skills

5. A demonstrated ability to lead people and get results through others

6. The ability to organize and manage multiple priorities

7. Valid driver's license

8. Ability to work some nights and weekends

9. Computer: MS Office Suite, ability to learn and utilize specialized software as required for departmental efficiency

**Preferred Knowledge and Skills:**

1. Bachelor's Degree

2. Doctor of Chiropractic degree or knowledge of chiropractic

3. Experience with marketing, communications, and/or public relations

**Physical demands and work environment:**
***Physical Demands:*** While performing the duties of this job, the employee is occasionally required to walk/stand, sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Employee may also be required to carry, lift and/or pull 25 lb. minimum.

***Work environment:*** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

Mental Stress: Multi-tasking and work hour demands of various programs.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature _____ Date _____