



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Director, Taylor/Cameron Center
FLSA: Exempt
SALARY LEVEL: Professional Level 5
DATE: September 6, 2006

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under direct supervision of the Associate Vice President of Distance Education, the Director is responsible for the supervision of Center operations, including the management of facilities, room scheduling, and operational budgets. The Director serves as a liaison primarily with campus police and maintenance personnel, and refers instructional and student services communications through the AVP/DE for coordination with the appropriate leadership to ensure Center needs are met.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

Manage and monitor the Center facility to ensure their effective and efficient operation. Serves as liaison with campus police, maintenance, and bookstore personnel to ensure Center operational needs are met.

Train and supervise office support staff including prioritizing activities, monitoring performance, and authorizing expenditures.

Facilitate effective Center communication by ensuring posting of services/hours, distributing Center calendar, maintaining bulletin board postings, and distributing appropriate Center and college materials to faculty, staff, and students as requested. Under supervision of AVP/DE, facilitates communication for all Center staff, faculty, and students; serves as liaison between the Center, community, and the main campus.

In cooperation with division directors and department chairs, assist with the management of room scheduling in accordance with main campus procedures.

Refer students needing financial aid, admissions, and/or student services to Student Services Coordinator and provide assistance on an as needed basis to support student services functions in cooperation with student and enrollment services leadership.

Prepare the budget for Center operations, referring instructional and student services budget requests through appropriate leadership (i.e., coordinator of student services, AVP/DE, division directors).

Under the immediate supervision of the AVP/DE, facilitate renovation and/or minor construction projects (i.e., ADA improvements, changes in building designs, etc.), as recommended by the Director, Facilities, and Construction/Facility Planning.

Approve and coordinate use of facilities by college and community groups, per established procedures.

Maintain faculty/Center mailboxes and services; providing forms, supplies and books as needed to assist faculty and staff.

Distribute payroll advices or checks.

Manage parking concerns.

Provide general information to staff and the public regarding Center matters and community relations.

In cooperation with the AVP/DE, represents the Center when necessary to internal and external constituencies including community/civic groups, prospective students and their parents, alumni, and the general public, as assigned.

Demonstrate commitment to ethics and integrity

Serve on college committees.

Comply with all College safety policies, procedures and practices.

Performs miscellaneous job-related duties as assigned

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree and five (5) years of directly related work experience specific to the duties and responsibilities described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of budgeting, cost estimating, and fiscal management principles and procedures. Ability to make administrative/procedural decisions and judgments. Ability to exercise good judgment in appraising difficult situations and in making appropriate

referrals among and between campus instructional and student services leadership. Knowledge of management principles and practices. Ability to effectively communicate and interact with city, school and College personnel and officials. Ability to develop and deliver presentations. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to foster a productive, cooperative, and non-competitive work environment. Knowledge of customer service standards and procedures

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Office Manager

DIRECT SUPERVISOR:

Associate Vice President, Distance Education