

ASSOCIATE DEAN, COMMUNITY DEVELOPMENT AND GRANTS MANAGEMENT

DEFINITION:

Under administrative direction, to develop, coordinate and manage non-credit and adult education instructional and associated student support programs; to manage a variety of grant and other funding sources for categorical programs, special projects and other programs including Title V funds to assist the College in providing outreach services, specialized noncredit instruction, and literacy programs, and to perform related duties as assigned. Oversee academic support programs including the computer place, learning commons, and the tutoring center.

DISTINGUISHING CHARACTERISTICS:

This is a single position management classification directing non-credit and adult education, managing the development and administration of various grant funding sources for educational programs and projects at the college, as well as directing provision of non-credit education as appropriate to meet community needs. This classification is distinguished from the Dean level which has greater authority for overall academic operations.

ESSENTIAL DUTIES: The following duties 0 1 87m(1)100 1 87m(6)101 to duties(12(TJETB1 0 0 1 929B)266)1366)4.97m(1266)10

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings and other functions outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules. In accordance with Title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A master's degree and three years of related administrative experience which includes work with targeted populations.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.