

**JOB TITLE:** Director, ECC-Rolla

**DEPARTMENT:** ECC-Rolla

**LOCATION:** ECC-Rolla

**REPORTS TO:** President

**FLSA:** Exempt

**LEVEL:** 208

**DATE:** 3/26/18; 07/01/14; 07/01/11

**POSITION SUMMARY:** Responsible for the administration, management, and supervision of the ECC-Rolla extension sites.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Master's degree required; three years related experience; must possess a valid driver's license.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Manage daily operations of the Rolla site including staff, budget, and facilities.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Develop and administer budgets for Rolla site in coordination with Vice President of External Relations and chief financial officer.
- Provide administration of academic programs, faculty and student services in coordination with main campus administration.
- Design appropriate staffing plans for the Rolla site.
- Develop program and course offerings appropriate to the region.
- Assist with designing and preparing class schedules for the site.
- Serve as liaison between ECC and school districts/colleges/service providers/other community organizations in Rolla region.
- Oversee the recruitment of students.
- Plan, organize, and administer short-term and long-term marketing efforts in coordination with the Director of Public Relations.
- Serve on college committees and teams as requested.
- Serve as 1<sup>st</sup> Responder and Emergency Management Point of Contact.
- Serves a member of the President's Cabinet.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of academic administration and governance, higher education law, personnel management, governmental relations, marketing and communication strategies. Knowledge of the Rolla community. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of the Family Educational Rights and Privacy Act (FERPA). Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines. Employee development and performance management skills. Excellent organizational, analytical and planning skills. Ability to establish and maintain positive working relationships with other employees at all levels. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude.

Skill in budget preparation and budget management. Ability to handle confidential material judiciously. Ability to prepare and analyze financial statements and reports. Availability to work or meet in the evenings and/or on weekends. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges. Administrative experience in higher education, specifically community college leadership; Marketing, communication, and

conflict resolution strategies. Ability to plan, organize, and implement effectively a wide variety of educational programs and services.

**LEADERSHIP and COMMUNICATION SKILLS:** Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; and/or may write or present extremely complex papers and reports. Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge. Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Strong interpersonal and communication skills. Ability to foster a cooperative work environment. Ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public. Ability to make administrative/procedural decisions and judgments.

**DECISION-MAKING and ANALYTICAL SKILLS:** Decision-making is the primary aspect of the job, affecting organization, related organizations, and major segments of the general population. Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow etc; use office machines such as copiers or calculators; use computers for data entry, word processing, spreadsheets, PowerPoint presentations, or custom applications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:**

ECC Rolla

Administrative Assistant

Assistant Director, ECC Rolla

Enrollment Services Coordinator

Learning Center Specialists

Technology & Facilities Technician

Student & Testing Services Specialists

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*