

Vice President for Extension Education and Economic Development				
Division	Continuing Education	Department		
Classification	Senior Administrator	Revised	n/a	
Supervisor	President – Dr. Cecil Groves	Position #		Job Class
Statement of Primary Purpose –				
<p>The primary purpose of Continuing Education is to provide courses and programs serving every subgroup within the population of the service area including business and industry, literacy training, and senior citizens. Also, to provide training for professionals in allied health, education, law enforcement, fire service, insurance, building trades, etc. To provide a range from cultural enrichment to high-technology job training and economic development.</p>				
Classification –				
Senior Administrator				
Essential Functions and Responsibilities –				
To provide creativity assistance, supervision, and guidance in accomplishing the purpose of the Continuing Education division as stated above.				
Additional Duties and Responsibilities –				
<p>*Develop and administer continuing education courses and programs including fire and rescue training, law enforcement, literacy, compensatory education, community services, business and industry training, human resources development, distance learning, self-supporting continuing education, and other occupational extension</p> <p>*Supervise reporting of continuing education FTE, contact hours, and CEU’s</p> <p>*Supervise the continuing education contracting and payroll process</p> <p>*Audit classes and maintain the Accountability Plan</p> <p>*Communicate regularly with continuing education staff and coordinate the work within the division</p> <p>*Supervise maintenance of preparation and maintenance of continuing education records</p> <p>*Coordinate development of budget requests and maintain budget information and controls</p> <p>*Provide overall supervision of the off-campus facilities including the Macon Center, Cherokee Center, Public Safety Training Complex, Firing Range, Swain Center, and Cashiers Center</p> <p>*Develop, review, and monitor contractual agreements with other agencies ensuring that proper services and delivered, quality is maintained and guidelines are followed</p> <p>*Provide overall supervision of continuing education courses and programs offered in conjunction with other agencies including LBJ Job Corps, Oconaluftee Job Corps, workplace and agency training sites, etc.</p> <p>*Work with continuing education supervisors and faculty in developing new and innovative courses and programs</p> <p>*Work with community leaders to position Southwestern Community College as a catalyst for economic development</p> <p>*Provide guidance within the Continuing Education division in accordance with rules and regulations established by the State of North Carolina and the Community College System</p>				
Minimum Qualifications				
Education	Master’s Degree			

Vice President for Extension Education and Economic Development	
Knowledge and Skills	<ul style="list-style-type: none"> *College policies and procedures *North Carolina Community College System rules and regulations *College programs and services *Requirements imposed by numerous certification boards and agencies *Management, communication, organization, planning, time management, and computer skills *Ability to work with people and to be a leader and a team member *Ability to keep up to date in a rapidly changing environment *Ability to change and to be flexible – flexibility and adaptability are key factors that lead to successful operations in Continuing Education
Physical Demands	Not applicable
Licensing Requirement	Not applicable
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Equipment Operation –	
Computer	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	