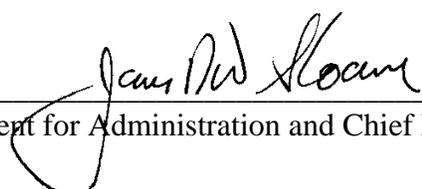


PROGRAM DIRECTOR (CC)

The Program Director is charged with providing academic and administrative leadership for an academic institute/center and with directing and developing specialized educational programs of advanced training or emerging technologies in a community college.

As the senior manager for an academic institute/center, the Director is the lead facilitator and coordinator of the academic, curricular and service program, and is responsible for all institute/center administrative matters, including staffing, supervision, program evaluation, policy formulation, needs assessment, space utilization, financial management, and budget planning and execution. The Director ensures that the specialized curriculum, educational opportunities, and services provided meet the needs of the community and support the institution and the overall strategic missions of the institute/center. The scope of responsibility includes, but is not limited to, providing effective leadership, direction and support in establishing, communicating, and achieving short- and long-term development goals and initiatives to promote the academic and community service missions of the institute/center; developing and maintaining excellence in academic programs through the recruitment and retention of qualified faculty; building positive faculty and staff morale and good teamwork; overseeing the development and offering of advanced specialized training to support the State's efforts in expanding corporate activity and to support new startup firms in new economy fields; directing the development of appropriate labs and facilities in support of training; securing appropriate funding from State, Federal, corporate and private sources; promoting active communications with alumni; establishing positive, proactive relationships with potential donors and sponsors; and developing collaborative partnerships with local, national and international organizations to promote the institute/center, expand internship opportunities for students and faculty, and coordinate joint activities.

The establishment of the managerial class, Program Director, is effective
04/01/03.



Vice President for Administration and Chief Financial Officer

05/30/03

Date