

## College of the Redwoods

## Position Description

Position: Instructional Site Manager (Klamath/Trinity Instruction Site)	Position Number:
Division: Instruction and Student Development	FLSA: Exempt
Reports to: Vice President, Instruction and Student Development	Salary Grade: 121

### **Summary**

Coordinates site operations and delivery of services for the branch campus or other remote instructional site. Under the direction of the Vice President manages delivery of instructional and student development programs with deans and directors and provides site liaison with other appropriate college administrators and managers. Represents the college in the local community.

### **Essential Duties and Responsibilities**

- Works with the Vice President for Instruction and Student Development, Deans, Directors and other personnel as appropriate to determine program offerings and scheduling of classes.
- Works with the appropriate Director to coordinate services, including matriculation, budgeting, and facilities.
- Develops and distributes materials to publicize the College in the local community.
- Provides administrative support to faculty and students.
- Develops and oversees staff scheduling to insure adequate coverage during college hours of operation.
- Monitors and maintains assigned budget, preparing and maintaining appropriate records. Monitors expenditures and submits necessary budget and financial documentation.
- Coordinates registration of students at the campus. Provides and/or coordinates academic advising and other support services for students. Provides orientation for new students. Arranges for appropriate assessment services for students.
- Conducts planning to meet local needs. At the direction of the Academic Deans, prepares the schedule of classes. Coordinates scheduling of local facilities.
- Serves as liaison to community organizations and organizations serving special student populations.
- Attend meetings as required; participate in professional development activities as appropriate.
- Participates in community activities that enhance the College's presence in the community.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Knowledge and Skills**

Requires specialized professional knowledge of education administration sufficient to assist in course scheduling and accept admissions to courses. Requires a working knowledge of the demographics in the community. Requires well-developed human relations skills to influence others to attend, convey technical concepts, and build trust in the community. Requires math skills to develop and administer a budget. Requires professional writing

skills sufficient to prepare marketing-oriented materials and correspondence.

**Abilities**

Requires the ability to carry out all activities of the position. Requires the ability to assure smooth flow of information to, from and within the campus. Requires the ability to meet admissions goals.

**Physical Abilities**

Requires the ability to move to varying locations. Requires ambulatory ability to operate a personal computer keyboard and audio-visual presentation equipment. Requires visual acuity to drive a car and to read words and numbers. Requires auditory ability to carry on conversations and make formal presentations to large audiences.

**Education and Experience**

The position requires a bachelor's degree from an accredited institution and the equivalent of at least one-year of formal training, internship, or leadership experience in educational administration.

**Licenses and Certificates**