



Executive Director of Cordele Center Cordele

CORDELE/1

JOB SUMMARY

This position is responsible for directing the day-to-day operations of the Cordele Center campus of Darton State College.

MAJOR DUTIES

- Plans, coordinates and monitors the day-to-day operations of the Cordele Center.
- Performs a variety of student-related functions, including recruitment, admissions advising, financial aid advising, and registration.
- Ensures the proper forwarding of documents and information to the Albany campus.
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Serves on college committees.
- Transports supplies between the Cordele Center and the Albany campus.
- Directs staff in providing services to faculty, students and visitors.
- Serves as a liaison between the college and the local community.
- Manages campus administrative and academic budgets.
- Answers inquiries from the public and from potential students.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of budget development and management principles.
- Knowledge of personnel management principles.
- Knowledge of academic scheduling principles.
- Knowledge building and grounds maintenance and security operations.
- Knowledge of college policies, procedures, programs and activities.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Academic Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the college catalog, the student handbook, the part-time faculty handbook, the records retention manual, the Board of Regents Policy Manual and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the day-to-day operations of the Cordele Center campus of Darton State College. Success in this position contributes to the success of all campus operations.

CONTACTS

- Contacts are typically with co-workers, other college personnel, students, representatives of other colleges and universities, alumni, business and community leaders, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned Cordele Center Coordinator (1), assigned full-time faculty, and other part-time faculty and staff.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.