

DIRECTOR OF WHITMAN CENTER  
(Corporate and Community Services)

Under the direction of the Dean of Corporate and Community Services, the Director of Whitman Center shall:

1. Supervise and manage day, evening, and weekend operations, and the continuing development of the Whitman Center.
2. Provide administrative leadership and coordination of services for all College programs and activities conducted at the Whitman Center.
3. Coordinate with Division Deans the academic credit schedule of classes for the Whitman Center.
4. Coordinate with the appropriate administrative officers at the Main Campus the delivery of all student services for the Whitman Center including but not limited to academic advising, testing, registration, and financial aid.
5. Provide academic advising and registration for all students as needed at the Whitman Center.
6. Assist the Division Deans, the Director of Marketing, and the Director of Admissions and Guidance Services in the development of marketing strategies and implementation of recruitment efforts for all College programs at the Whitman Center.
7. In cooperation with the Director of Lifelong Learning and the Director of Workforce Development, create non-credit classes and programs to serve the educational needs of the community. Recruitment, supervision, and evaluation of non-credit instructors at the Whitman Center are also required in this position.
8. Regularly prepare administrative and institutional reports regarding the Whitman Center and conduct research as directed by the Division Dean.
9. Serve as the College representative at various community functions to promote the programs, services, and resources available at the Whitman Center.
10. Perform other duties as may be assigned by the Dean.