

DIRECTOR OF LIFELONG LEARNING
(Corporate and Community Services)

Under the direction of the Dean of Corporate and Community Services, the Director of Lifelong Learning shall:

1. Assist the Division Dean in the continuing development, promotion, delivery, and evaluation of non-credit courses/programs/conferences based upon community needs assessments, advisory committees, and other appropriate research.
2. Assist the Division Dean in the recruitment and evaluation of faculty and presenters for Division programs.
3. Serve as the evening administrator for the College when classes are in session, as directed by the Division Dean.
4. Provide operational supervision and coordination of services for community groups using College facilities, including assignment of rooms and facilities.
5. In conjunction with the Director of Whitman Center, coordinate the scheduling and promotion of non-credit courses/programs offered at the Whitman Center.
6. Provide leadership in the development of educational and special programs for business, industry, local government agencies, volunteer groups, women, minorities, senior citizens, and other constituent groups within the College District.
7. Prepare divisional/institutional reports as requested.
8. Perform other duties as may be assigned by the Division Dean.