

# **MONROE COUNTY COMMUNITY COLLEGE**

## **Job Description**

**Job Title:** Director - Whitman Center & Community Outreach  
**Reports To:** Vice President of Enrollment Management and Student Success

### **Summary**

Oversees daily operations of satellite facility offering a stand-alone menu of course offerings to students and serving as a Community Outreach Representative in South County and the Toledo metropolitan area. Directs experiential learning and outreach opportunities for the entire institution.

### **Essential Duties and Responsibilities**

- Works with the colleagues of MCCC and community to revitalize and reinvigorate the Whitman Center as an integral part of MCCC and the South County/Monroe County community.
- Analyzes enrollment trends and recommends /coordinates course offerings for the Whitman Center and Lifelong Learning each semester in coordination with Divisional Deans and Directors.
- Oversees experiential learning -- internships, apprenticeships and co-op opportunities in cooperation with the college administration.
- Manages day, evening, and weekend operations at Whitman Center.
- Works closely with the Director of Admissions and Guidance Services to provide academic advising and career counseling for students.
- Oversees Whitman Center's budget and makes recommendations during the budget development process.
- Engages administrative leadership and coordination of internal and external services for students.
- Works with Director of Marketing and Communications to promote events and activities at the Whitman Center.
- Works closely with the Director of Admissions and Guidance Services to represent MCCC at recruitment and community outreach events.
- Facilitates partnerships and relationships with the local South County community, the Toledo metropolitan community, and the entire MCCC community.
- Serves as a community liaison and representative in South Monroe County and Toledo metropolitan area by attending meetings and functions.
- Works closely with the Director of Workforce Development to increase awareness of MCCC programs/services to promote employee training activities.
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives.
- Other duties may be assigned.

## **Supervisory Responsibilities**

May supervise one support staff at the Whitman Center. Executes supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty at least satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

## **Education and Experience**

- Bachelor's Degree in public relations, business administration or related field; a minimum of five (5) years of relevant experience. A combination of education and experience may be considered. Master's Degree in business administration, education or related field preferred.
- Experience prospecting and networking with community agencies required.
- Experience working with students required.
- Must possess excellent communication skills.
- Experience working in higher education is preferred.

## **Knowledge and Abilities**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to travel locally.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of Database software; Internet software; Spreadsheet software and Word Processing software. Knowledge of Microsoft Suite.
- Ability to attend meetings after regular work hours.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand. The employee may lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date