Classification Specification for Unclassified Service

Title: Director, Business & Educational Outreach

Pay Scale Group: 18
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, manage the daily operation of the UC East facility and development of community-based programs.

Characteristic Duties

- Manage all daily operations of the UC East facility.
- Develop, implement and monitor budget; project revenue and expenses.
- Direct the development and implementation of community-based credit and non-credit programs in collaboration with the academic and business offices, academic departments, non-profit and community agencies.
- Initiate periodic evaluation of programs and services.
- Provide oversight of maintenance of the facility and equipment. Recommend and serve as contact for issues related to repairs, maintenance and improvements.
- Act as liaison with internal faculty and staff, external entities and community businesses and organizations.
- Assist marketing department in promotion of programs and formulate enrollment projections.
- Develop and implement policies and procedures.
- May serve on the Academic Counsel.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be Business or related field. Experience must include at least three (3) years supervision.