



Job Title	Director, Continuing Education	Job Code	AA0515
Pay Plan	EXC	Pay Grade	23
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	0
		Subfamily	Continuing Education

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Continuing Education Professionals design, promote, administer, and support programs that foster ongoing adult learning and educational competencies. Researches and assesses educational needs and interests for targeted audiences. May also deliver content, programs, materials, technology, and learning approaches accordingly.

Job Summary

Responsible for the overall direction, planning, and organization of Regional Campuses Division of Continuing Education.

Representative Duties

1.
 - Provides leadership, management, and promotion of a growing, energized organization with a focus on identification of need, development, and delivery of non-credit training programs in support of workforce development, professional, corporate, and regional training needs
 - Represents and promotes the Division of Continuing Education to regional employers, professional organizations, workforce and economic development related associations
 - Promotes and coordinates efforts to identify workforce training needs and proposes initiatives to develop and deliver programs to address those training needs
 - Collaborates with faculty and other experts in academic colleges from all disciplines to provide workshops, training, and consulting services to employers, workforce development, and professional groups throughout central Florida
 - Develops business plans, cost and revenue estimates and risk analysis for current and proposed initiatives
 - Develops and promotes marketing initiatives to foster the growth of Continuing Education and Workforce Development programs
2.
 - Provides leadership for an experienced and skilled professional staff
 - Works with staff associates to assess priorities, focus resources, and maximize revenue
 - Determines roles and responsibilities, performance targets, and support requirements to deliver Continuing Education and Workforce Development programs while achieving identified goals
 - Responsible for continued development, expansion, and promotion of existing conference services, test preparatory programs, project management and financial planning, and customized training for employers
 - Promotes the expansion of conference services with an emphasis on leveraging and showcasing the strengths, talents, and capabilities of the University of Central Florida
 - Manages and oversees business practices associated with conference activities, including contract development, marketing, registration, awarding of CEUs
 - Calls for proposals and associated review
 - Serves in a representative and facilitating capacity with regard to development and delivery of regional workforce and economic development initiatives

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.