



Human Resources

PROGRAM MANAGER
(Community Education Department)

SALARY RANGE: \$46,000.00-\$50,000.00 DOE

BENEFITS: Full benefits package includes 12 days of sick leave, 30 days of vacation, and 11 paid holidays per year; plus a generous medical, dental, life and disability insurance package for employees and dependents. The TIAA-CREF retirement program, deferred compensation, flexible spending account, and optional supplemental retirement accounts are available, as is the statewide tuition waiver program

SCHEDULE: 12 month, Full time exempt position, 40 hour work week

DEADLINE FOR APPLICATION: Preliminary screening will begin June 23, 2009. To ensure full review of your application, all materials should be received by **5:00pm June 22, 2009.**

DESCRIPTION:

The Program Manager has direct responsibility for continuing education classes and contract training offered by the Community Education department at Highline Community College. Responsibilities include planning, developing, marketing, staffing, and assessing adult training programs. Programs cover three areas: Professional Development, Technology, and Personal Enrichment. The Community Education Department is located within a multifunction office, and the Program Manager coordinates efforts with other workforce development programs at the College. Continuation of employment will be based on the ongoing revenue generated from Community Education classes and customized training opportunities. This position reports to the Executive Director of Community Services and Supported Employment.

DUTES:

- Hands-on administration of day-to-day operations for the Professional Development, Technology, Personal Enrichment, and Contract Training programs within the Community Education Department.
- Develop, monitor, and manage program budgets under the general guidance of the Executive Director.
- Develop and maintain positive, professional working relationships with college departments and community entities to promote the functioning and well-being of the Community Education programs.
- Develop and implement a strategic plan for the Community Education programs, including on-going environmental scanning and Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.
- Develop and implement a marketing plan for the Community Education programs that includes creative and non-traditional strategies.
- Maintain and enhance existing Contract Training programming.
- Research and develop new programs that meet community needs, including programming focused on people 50 years old and older.
- Develop and manage on-campus, work-site, residential facility, online, and hybrid training offerings.
- Ensure the quality, effectiveness, and customer satisfaction of program offerings through regular monitoring and evaluation.
- Design, schedule, and staff quarterly course offerings; coordinate effort with Community Education personnel and the College's Communications and Marketing Department.
- Develop and retain instructors who are qualified, promote quality programs, receive good student evaluations, and enhance the reputation of the College.
- Recruit, hire, and establish evaluation procedures for instructors in all discipline areas; includes salary negotiations.
- Research and apply for grants or other sources of outside funding for adult training programs offered by the Community Education Department.

- Participate in College committees and represent the College on statewide groups as assigned by the Executive Director.
- Support the workforce development and educational objectives of the College through other duties as assigned by the Executive Director.

COMPETENCIES:

- Demonstrated skill in developing targeted training programs for adult learners
- Strong interpersonal verbal and written communication skills.
- Leadership skills including the ability to make sound decisions and delegate appropriately.
- Ability to develop, support and maintain collaborations and partnerships.
- Work and interact effectively with colleagues, staff, students, administrators, and others of various cultural and socio-economic backgrounds.
- Personal communication skills that contribute to the College's diversity initiative and foster a climate of multicultural understanding and appreciation.
- Strong skills in standard word processing, spreadsheet, and presentation software; familiarity with databases and online course management systems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- 4-5 years experience in continuing education program administration and/or program management

PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Community College program management experience, Washington preferred.
- Familiarity with community college information management systems.
- Experience developing contract training relationships with business and government.
- Grant writing experience

APPLICATION PROCEDURE

Preliminary screening will begin **June 23, 2009**. The official Highline application is available on the Highline Community College website: <http://www.highline.edu/admin/hr/job> . Application materials may be emailed to jobs@highline.edu, faxed to: (206) 870-3773 or mailed. Should you decide to e-mail or fax your materials to us, you must also submit original documents by mail to:

**Human Resources
Highline Community College
PO Box 98000, M/S 99-200
Des Moines, Washington 98198**

Please submit the following materials as a complete package:

- **A letter of application that addresses your qualifications as they relate to the skills, abilities and qualifications set forth in this announcement;**
- **Official Highline Community College application form, <http://www.highline.edu/admin/hr/job> ;**
- **Current résumé;**
- **References - names, addresses and phone numbers of at least three individuals who are familiar with your qualifications as they relate to this position, one of whom must be a recent supervisor; and**
- **A one page response to the following:**
Please describe your commitment to diversity and how diversity contributes to multicultural understanding and appreciation. How have you contributed to a diverse work place, and what insights have you gained as a result of personal and/or professional experience?

To learn more about Highline Community College, its mission, culture and classes, visit www.highline.edu.

All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. The Human Resources Office does not provide copying services. Any corrections, modifications, or changes relating to this positions announcement will be posted online at www.highline.edu/jobs and in the Human Resources Office, Building 99, Highline Community College. THE COLLEGE: The College, established in 1961, is nationally and internationally recognized as a premier community college. This reputation has been earned through the development of an institutional culture that values innovation, globalization of curriculum, and community participation. Highline is one of 34 community and technical colleges in Washington.

The main campus is perched on a hill overlooking beautiful Puget Sound and the Olympic Mountains, and is located on an 80-acre wooded site in the Pacific Northwest, 20 minutes south of downtown Seattle. With more than 10,000 students and 300,000 alumni, Highline is one of the state's largest institutions of higher education and the oldest community college in King County. Faculty and Staff number more than 1,200, including approximately 140 full times faculty and 350 part-time instructors. For more information about Highline Community College, its mission, programs, degrees, pre-college, basic education and other training programs, please visit our web-site at www.highline.edu.

HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTD FOR THE HEARING IMPAIRED AT (206) 870-4853. If hired, you will be requested to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.