

JOB DESCRIPTION

# Director of Military Programs

**Department: Military Programs Position Number: 10011**

**Colo. Personnel System: Exempt FLSA Classification: Exempt**

**PURPOSE STATEMENT:**

The Director of Military Programs shall work under the direction of the Vice President for

Instructional Services and shall assist the Vice President by providing leadership and supervising staff and programs assigned to the department. The Director of Military Programs shall represent the department to the broader instructional environment, while conveying the policies of the College and implementing those policies with the department. The Director of Military Programs shall maintain commitment to quality instruction, the primary objective of the institution. The Departments under the direction of a Director are Distance Education, the Area Vocational Program, the Library and Military Programs.

**REPORTS TO:** Vice President for Instructional Services

**ESSENTIAL FUNCTIONS:**

The Director of Military Programs is responsible for the following within the department under the direction of the Vice President for Instructional Services.

* 10% Developing, implementing, evaluating, revising, maintaining, and recommending the deletion programs assigned to the division in accordance with institutional and State process and procedure.
* 20% Directing, coordinating, supporting, and overseeing all aspects of Military Programs.
* 10% Recommending and implementing new curricula to encourage high quality instructional programs, including necessary community interaction, such as advisory committees.
* 5% Providing accurate information for employee contracts and initiating contracts as appropriate.
* 5% Providing a program of orientation to and in-service training for staff regarding their contractual responsibilities.
* 5% Supervising and evaluating staff assigned to the division.
* 5% Recommending the retention, dismissal, or probationary status of staff according to prescribed policies and procedures.
* 10% Preparing each semester’s schedule of classes in cooperation with the Instructional Deans.
* 5% Requesting, justifying, and effectively managing all appropriate operating budget categories including the acquisitions, maintenance, and inventory of capital equipment.
* 10% Developing and supervising a program of academic advising for students enrolling under Military Programs department following adopted procedures.
* 5% Responding to student concerns regarding instructors and instruction within the department.
* 5% Creating, monitoring, and/or participating in committee work that promotes the goals of the department and the institution.
* 5% Implementing and supporting the policies of the State Board for Community College and Occupational Education and the Colorado Commission on Higher Education. 5%

**GENERAL DUTIES:**

* Planning for and managing the physical facilities assigned to the division.
* Preparing agency contracts as required.
* In addition to the specific duties and responsibilities included herein, Pikes Peak State College administrators are responsible for certain general duties and responsibilities listed in the Pikes Peak State College Policy Manual and the Pikes Peak State College Educational Procedures manual.
* Assisting with high school partnerships (i.e., TCA, CSEC, 21st Century)
* Assisting and participating in New Faculty Orientation
* Assisting in the development of the Strategic Plan
* Assisting in the updating of the Academic Master Plan
* Supporting college-wide assessments as conducted by COAT
* Assisting with continuing accreditation (PEAQ, AQIP)
* Overseeing the updating of department websites (Hot Banana, SharePoint)
* Carrying-out all other duties as assigned by the Vice President for Instructional Services and/or the College President.

**KNOWLEDGE SKILLS AND ABILITIES:**

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree from an accredited institution.
* Three years of work experience in an institution of higher education.
* Two years of successful supervisory experience.
* Demonstrated written and oral communication skills.

**PREFERRED QUALIFICATIONS:**

* Demonstrated personnel leadership, management skills and ability.
* Knowledge of/experience in budget development and management.
* Work experience in a community college.
* Two or more years of administrative experience.
* Experience in military education.
* Experience with staff evaluation and supervision.