

POSITION VACANCY

June 29, 2015

Name of position: Director – Continuing Education Services
Human Resources Development

Applications accepted through: July 17, 2015

Effective date of employment: August 3, 2015

Length of employment: Full-time

Salary range: Commensurate with education and experience

Position requirements:

Master's degree in Adult Education, Human Resources, Public Administration or closely related field; three years' experience teaching adults; ability to leverage technology in the delivery of instruction; demonstrated proficiency in Google and Microsoft applications including Excel; strong interpersonal communication skills, both oral and written. Experience teaching adult learners. Preferred: Two to five years' experience in training and development and a Career Readiness Certificate.

Position duties:

- Provide leadership and supervision of instructional personnel and program areas in the Human Resources Development (HRD) program area.
- Responsible for curriculum development and course design for employability skills courses.
- Provide training and instruction for faculty, students, and the community.
- Participate in budget control of program areas assigned and professional development of supervised full-time and part-time faculty.
- Assure program areas are up-to-date, abreast of technology in compliance with state and national accreditation standards.
- Determine number and types of courses to be scheduled each semester as well as select formats for learning (length of course, times to meet, location, etc.)
- Assess community educational needs and interests of participant target groups and renew courses offered due to changing needs and requirements.
- Develop and maintain linkages with community organizations and agencies as appropriate.
- Determine number and types of courses to be scheduled each semester.
- Recruit, train and supervise instructors in preparation and submission of paperwork related to student registration, assessment and attendance.
- Manage classroom facilities, supplies, and operational materials.
- Promote program areas with publicity such as newspaper, radio, television, flyers, and mailing lists.
- Serve on external and internal committees to provide liaison, leadership and input.

- Visit classes supervised and complete on-site visitation records.
- Maintain proper contact with state agencies for certification programs.
- Perform other related duties assigned by the Associate Vice President of Continuing Education Services and WCC administration.
- Must be able to work some nights and weekends.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

APPLICATIONS: *Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*