

# Job Description

Position Title: Manager, Noncredit Courses

Job Family: Workforce

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 08

## Position Summary:

The Noncredit Courses Manager is responsible for overseeing noncredit and continuing education offerings. The Noncredit Courses Manager works with the noncredit registration system, third party providers and manages noncredit budget activity. The Noncredit Courses Manager collaborates across the College to develop and maintain the noncredit curriculum master and noncredit catalog.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Facilitates growth of College noncredit learning in multiple modalities. Collaborates with subject matter experts and academic divisions to convert or create noncredit curriculum.
2. Collaborates to build a schedule of classes in noncredit registration system to connect students with learning.
3. Maintains the noncredit curriculum master and noncredit catalog. Ensures accuracy of noncredit course information on student interface web pages.
4. Ensures accurate pricing and content for open enrollment courses. Arranges for instruction and compensation. Manages instructor agreements.
5. Oversees vendor contracts for educational products and platforms.
6. Prioritizes and assigns work and conducts performance evaluations. Makes hiring, termination and disciplinary recommendations.
7. Analyzes requests for data, prepares and interprets reports on open enrollment for noncredit and audit of credit courses.
8. Oversees billing, ensures accurate revenue allocation, and monitors noncredit budget activity.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of principles and methods for promoting programs and services
3. Knowledge of business management and fiscal practices.
4. Knowledge and application of various instructional methodologies.
5. Skill in budget/resource management

6. Skill in organization, coordination, and management
7. Skill in people leadership and supervision
8. Skill in verbal and written communication.
9. Skill in positive, productive, and flexible customer service
10. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results
11. Ability to develop and maintain effective working relationships
12. Ability to work independently

### **Supervision:**

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business or a closely related field of study required.
- Master's degree in Education or a closely related field of study preferred.
- Three (3) to five (5) years of related experience with noncredit curriculum required.
- Five plus (5+) years of related experience preferred.

- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours