

Barstow Community College District

JOB DESCRIPTION

POSITION: DIRECTOR OF MILITARY PROGRAMS

ASSIGNMENT:

Under the direction of the Vice President of Student Services, provide direction and leadership in the planning, development, implementation, supervision, evaluation, budget and quality control of Military Programs including the Fort Irwin Campus.

REPRESENTATIVE DUTIES:

- Provide administrative leadership and supervision at Fort Irwin and other military affairs educational sites and activities
- Administer budget planning and development, monitor expenditures, and oversee all budgetary facets of Fort Irwin and other military affairs programs
- Exhibit fiscal responsibility in the development and management of budgets; monitor spending and approve expenditures according to annual spending plans, perform budget revisions and prepare budget reports as needed
- Maintain a high profile with the educational community at Fort Irwin and other military operations
- Establish and maintain effective working relationships with local, national, and international military installations and leadership
- Development and implementation of a variety of academic delivery systems including but not limited to distance education learning and traditional classroom learning
- Direct the development, publication and distribution of printed material to staff and students concerning Fort Irwin and other military activities
- Develop class schedule each semester, in conjunction with the Vice president of Academic Affairs, that fits the needs of all student including, the military personnel at Fort Irwin and other military sites as needed
- Oversee the development of operational policies and procedures that are student-centered and meet mandated requirements
- Serve as a member of the student services management team and other campus committees, as needed

- Designs, plans, and conducts studies and research to meet the needs of all students at Fort Irwin and other military operations
- Oversee the recruitment, selection, supervision, and evaluation of staff at Fort Irwin and other military sites. Recommend appointments, transfers, promotions, reclassification, disciplinary action, layoff or termination of subordinates; assign work, communicate job expectations and performance measures, conduct performance evaluations and plan for staff development of employees; monitor and approve use of paid leave; ensure that all duties are performed in compliance with collective bargaining provisions, college regulations and equal opportunity guidelines
- Perform other work related duties as assigned

EDUCATION AND EXPERIENCE

- < Earned Master's degree from an accredited institution in an area appropriate to the responsibilities of the position OR the equivalent
- < Two years of leadership experience as a manager in education, military operations, business, government or comparable position
- < Community College teaching experience desirable

WORKING CONDITIONS:

Environment:

Office environment, subject to interruptions, travel required

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time

CONDITIONS OF EMPLOYMENT:

A full-time, 12-month, certificated management position. Indexed to placement on the Administrative and Management Salary Schedule at a Range 15. This position is subject to evening hours and weekends

Board Approved: 12/15/2010