Director, Professional Development

Job Code 00001531

General Description
Responsible for management and coordination of Professional Development and Quality Center program activities for the University.

Examples of Duties
Develop survey to identify topics of interest from the campus community.
Report statistical data from each semester’s summaries for Professional Development, the Quality Center and New Employee Orientation.
Develop the calendar and semester preview documentation.
Supervise workshop preparation, monitor the actual workshop and follow up after workshop.
Coordinate New Employee Orientation.
Monitor departmental budget.
Participate in team meetings.
Interview, hire, train and evaluate office staff.
Create and review curriculum and conduct workshops for Quality Team training.
Create and monitor strategic plans for Professional Development and Quality Center operations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Quality principals.

Skill in: Preparing reports, letters, curriculum, working as a team member, effectively directing the work of others and motivating output; establishing rapport with variety of clients; making decisions; prioritizing workloads; evaluating impact of revisions to policies; reconciling budgets.

Ability to: Plan, coordinate and present training sessions; work on multiple projects simultaneously.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements