

DEAN OF CORPORATE AND COMMUNITY SERVICES

Under the direction of the Vice President of Instruction, the Dean shall:

1. Plan, organize and administer all functional areas of the Division.
2. Develop appropriate methods to identify business and industry training needs.
3. Provide workforce training for enhancing economic growth, offering customized and contract training for the service area, in conjunction with the other Division Deans.
4. Serve as Economic Development Officer and work directly and/or coordinate with community organizations; advisory committees; and representatives of business, industry, labor and governmental agencies. Provide regular updates to the President on the status of all economic development activities.
5. Regularly visit local business and industry to promote training opportunities and other Division services.
6. Study the continuing education needs of the community, cooperating with other College departments on appropriate needs surveys. Under the direction of the Vice President of Instruction, recommend the program of Lifelong Learning.
7. Develop requirements and qualification specifications for Division personnel.
8. Coordinate the scheduling and delivery of Lifelong Learning classes, including assignment of rooms/facilities, and recruitment and evaluation of Division instructors.
9. Coordinate Student/Alumni Employment and Economic Development functions and follow-up activities.
10. Articulate and promote the Division programs to students, faculty, the Board of Trustees, the community, and other constituent groups.
11. Plan, organize and/or coordinate business and community services programs, in conjunction with the Director of Institutional Advancement.
12. Serve as the College representative or alternate to the Workforce Development Board and cooperate with the area office of the Michigan Economic Development Corporation in development of appropriate training.
13. Provide administrative leadership for the development and operation of extension centers.

14. Administer College Policy and Procedures regarding the use of College facilities by off-campus/on-campus groups, as well as evening administration of the main campus and extension centers.
15. Report regularly to the Vice President of Instruction on the status of classes and other activities under the Dean's jurisdiction.
16. Perform other duties as may be assigned by the Vice President of Instruction.