

## **C.C.E. DIRECTOR**

Job Type: Managerial Level

### **JOB SUMMARY**

The Director of the Center for Continuing Education (CCE) is responsible for the management of all the activities of the CCE at HU, including program development, planning of programs, scheduling of courses, recruitment of students and instructors, and follow up on the progress of the courses from start to finish. The Director of the CCE reports directly to the President. The Center will focus on seeking out new program opportunities, creating new courses, and modifying/updating current programs to meet the ever changing needs of individual learners, schools, businesses and the community in general.

### **DUTIES & RESPONSIBILITIES**

- ) Conducts and/or oversees market research and needs assessment to develop and implement new programs, including programs targeting special constituencies, such as the Armenian community.
- ) Prepares the CCE's annual budget and ensures that the expenditures of the department remain within the limits of the center's annual budget.
- ) Plans and develops/creates courses, workshops and programs to meet the educational/training needs of potential participants.
- ) Supervises, evaluates and updates the content of the CCE programs.
- ) Promotes the programs by developing promotional material and disseminating it to the public.
- ) Selects, supervises and communicates with instructors of the CCE.
- ) Communicates about the programs with schools, companies, and other organizations sponsoring teachers and employees in addition to individual participants of the programs.
- ) Manages the LOGSIS student information system to set up course schedules, register students, and record grades.
- ) Supervises the CCE office Assistant and any student assistants and evaluates their performance.
- ) Oversees the preparation of pay memos for instructors and sends them to the accounting department to be processed.
- ) Prepares Board reports and other miscellaneous reports.
- ) Undertakes other related duties.

### **SKILLS & PERSONAL QUALITIES**

- ) Bachelor's Degree in a relevant field (Master's is a plus)
- ) Minimum 3 years of experience in similar work
- ) Experience teaching adults

- ) Language skills: English, Arabic (*Armenian is a plus*)
- ) Computer skills: MS Office, Internet
- ) Excellent communication, organizational & project management skills

#### ADDITIONAL ATTRIBUTES

The incumbent of this position must demonstrate a good sense of responsibility; must approach dealing with people and the program itself with maturity; should be able to take reasonable decisions by using sound judgment and should possess high ethical standards. Additionally, the incumbent should have a business-centric mind-frame in running the operations of the center and approach/develop the activities of the center with a spirit of innovative entrepreneurship.

#### BENEFITS

- ) Health Insurance
- ) NSSF
- ) Child Education Allowance

**JOB LOCATION:** Beirut, Lebanon

**JOB SCHEDULE:** Work hours: 40 hours per week (distributed over 5 days). The CCE Director is expected to attend the University for 6 Saturdays/year, to supervise the workshops designated for teachers.