

## SITE DIRECTOR, TJC LINDALE CENTER

<u>DATE POSITION AVAILABLE:</u>	Upon Availability of Candidate
<u>APPLICATION DEADLINE:</u>	Position Will Remain Open Until Filled
<u>APPLICATION PROCEDURE:</u>	Send letter of interest, resume, application and copies of official transcripts to: Director, Human Resources, Tyler Junior College

JOB DESCRIPTION: This is a twelve-month administrative position responsible to the provost and dean, continuing studies. The site director is responsible for all operations at TJC Lindale center: building maintenance, student services, marketing and leadership for the site and participation in community organizations. The site director is also responsible for the following:

1. Providing coordination of course offerings at the TJC Lindale Center and working with the instructional deans and other School staff.
2. Developing a responsive environment with the Lindale and surrounding communities.
3. Managing part-time staff to assure a responsive presence.
4. Giving weekly status reports to the dean, continuing studies.
5. Maintaining visibility in the community through active participation in business and civic groups.
6. Monitoring educational programs to actively determine adequacy of classroom and administration space, as well as timely responsiveness of the main campus staff to student support needs.
7. Coordinating with professors concerning the instructional environment.
8. Monitoring all operations at the TJC Lindale Center on a daily basis including (but not limited to) maintenance, mail, security and communications.
9. Advocating and supporting all credit and non-credit programs of the College.
10. Making recommendations for facility improvements to accommodate future growth.
11. Serving as liaison between the Lindale community and the College to ensure that the College is meeting the needs of Lindale area students.
12. Performing other duties as assigned by the provost or dean.

### REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree in business or education required.
2. One to three years managerial experience required.
3. Strong leadership skills with demonstrated ability to lead highly desired.
4. Ability to work in a fast-paced environment with results oriented, customer focused attitude that embraces and drives change highly desirable.
5. Demonstrated ability to be a team member highly desired.
6. Strong applicable business acumen work style highly desired.
7. Strong verbal and written communication and listening skills required.
8. Demonstrated ability to build successful teams and community relationships desirable.
9. Prior experience in a for-profit educational setting or retail environment desirable.
10. Strong computer skills including MS Office and experience working in an ER system.

SALARY: \$32,000 annually

\* **This is a security sensitive position, and a background check will be completed prior to hiring.**

OTHER BENEFITS: Exceptional employee benefit plan. Participation in optional retirement or The Teacher Retirement System of Texas.

DATE OF NOTICE: May 13, 2009