

# Southeastern Illinois College

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## Director of the David L. Stanley White County Center

(Part-time position)

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DIVISION: Academic Affairs  
LOCATION: David L. Stanley Center (Carmi)  
REPORTS: Vice President of Academic Affairs  
BOARD APPROVED: December 5, 2017 / May 20, 2008

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### **POSITION SUMMARY:**

The Director of the David L. Stanley White County Center, located in Carmi, Illinois, is an administrative position with administrative duties pertaining to the White County Center and any future campus development at the Carmi site and in the White County portion of the college district.

### **ESSENTIAL RESPONSIBILITIES:**

1. Coordinate the development and implementation of the class schedule each semester with the Office of Academic Affairs.
2. Recruits, interviews, recommends, supervises and evaluates the employment of teaching personnel and staff positions for all classes/positions using the approved college evaluation process.
3. Approves or rejects requests for absences of staff due to vacation, illness or other factors.
4. Disciplines faculty/staff at the Center for violation of college policies and/or rules.
5. Completes an annual budget for the Center and approves/rejects all requests for expenditures by the faculty and staff.
6. Submits recommendations for new course offerings and classes delivered via distance learning methods to the Executive Dean of Academic Services.
7. Works with advisory council and community leaders/groups to determine course and program needs in all the areas served by the White County Center.
8. Works with the WISBDC staff and appropriate Dean to present courses and programs to the area businesses and schools.
9. Serves as the representative and public liaison of Southeastern Illinois College in the White County area.
10. Works with SIC Marketing Director to distribute information concerning Southeastern Illinois College to residents of White County.
11. Performs all administrative functions in the White County Education Center located in Carmi.
12. Coordinates efforts with the Enrollment Services Office in providing advisement and registration for students enrolled at the Center or other White County locations.
13. Assists the Associate Dean of Enrollment Services/Registrar, as directed, in supervising the registration process at the Center in accordance with College policies and procedures.
14. Aids in the recruitment of students for Southeastern Illinois College, including high school students for dual credit programs.
15. Oversees the implementation of activities for the Illinois Worknet Center – One Stop Office, located at the White County Center, per the requirements of the current Memorandum of Understanding (MOU) with the local Workforce Investment Board.

16. Performs all other duties as assigned by immediate supervisor, Vice President of Academic Affairs.

**EDUCATION:**

Bachelor's degree in Educational Administration, Higher Education, Educational Leadership, or related field required. Master's degree preferred.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, negotiate contracts agreements, manuals procedure reports, and/or ability required. Experience in a unionized setting is preferred.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to high.