



UNIVERSITY OF CENTRAL FLORIDA

REGIONAL CAMPUSES

Director of Continuing Education

The University of Central Florida (UCF), Division of Continuing Education invites applications for the Director position (#37481). The ideal candidate must be a dynamic, highly motivated, entrepreneurial professional with outstanding written and verbal communication skills. The Continuing Education Division at UCF is part of the university's Regional Campus System. UCF Regional Campuses operates 11 campus locations in seven counties throughout central Florida, and through deep collaboration with six community colleges, UCF's Regional Campus System serves as one of the most productive workforce development partnerships in America.

The preferred candidate will have extensive professional experience in a college or university continuing education organization with an emphasis on workforce development, and be ready to lead a growing, energized division. Emphasizing non-credit training, customized training for employers, test-prep, and short courses and programs in leadership and supervision, information technology, project management, and financial planning, he/she will work with staff associates to assess priorities and focus resources to meet performance targets and achieve Continuing Education goals.

This position is also responsible for expanding conference services focusing on leveraging and showcasing the strengths, talents, and capabilities of UCF. Developing and managing business practices associated with conference activities, including contract development, marketing, registration, and awarding of CEUs.

Experience working with academic units, and developing and coordinating workforce and economic development initiatives is essential.

Minimum Qualifications:

- Master's degree with six years experience required. Doctorate preferred.
- Track record of generating revenue through strategic selling of services to individuals and organizations; solid balance sheet credentials.

Salary: \$86,595 to negotiable.

To apply go to www.jobswithucf.com

The University of Central Florida is an equal opportunity, equal access, affirmative action employer.