

<b>JOB TITLE</b>	<b>DIRECTOR, PERSONAL AND PROFESSIONAL DEVELOPMENT</b>
<b>TYPE OF VACANCY</b>	<b>MIDDLE MANAGEMENT</b>
<b>DEPARTMENT/UNIT</b>	<b>CONTINUING EDUCATION AND LIFELONG LEARNING</b>
<b>REPORTS TO</b>	<b>DEAN, CONTINUING EDUCATION AND LIFELONG LEARNING</b>
<p><b>SUMMARY:</b> The Centre for Continuing Education and Lifelong Learning is seeking to fill the position of Director of Professional and Personal Development. The successful candidate will provide overall direction of the department including broad strategic vision and leadership of staff, adjunct and contracted trainers. S/he will oversee the expansion of professional certificate and licensure programmes, along with personal development courses/seminars and workshops.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Director, Personal and Professional Development is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Monitor day-to-day programme delivery and act as the initial contact for clients on matters of curriculum development and programme evaluation.</li> <li>➤ Establish goals and revenue targets for the department.</li> <li>➤ Oversee development and implementation of non-credit programmes for professional audiences.</li> <li>➤ Conduct performance evaluations and approves schedules and work assignments</li> <li>➤ Develop and administer programme budgets, take an active role in developing clients and selling department programmes and services, and take part in the planning and implementation of department public and custom offerings.</li> <li>➤ Meet with potential clients and communicate the department's mission through attendance at professional and community forums.</li> <li>➤ Oversee development and implementation of outreach plans to increase the number and variety of clients served.</li> <li>➤ Recruit subject matter experts to provide training and consultation.</li> <li>➤ Develop relationships with other campus units to inventory expertise available and develop partnerships.</li> </ul>	
<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>➤ Proficiency in Microsoft Office:</li> <li>➤ Sound knowledge of online learning platforms including Moodle a MUST.</li> <li>➤ Knowledge of Enterprise Resource Planning Systems including ELEVATE, a plus.</li> <li>➤ Knowledge and experience in marketing, instructional design, programme development and management, client relationship management, budget development and financial and personnel management.</li> <li>➤ Knowledge of the bidding and negotiating process for securing training contracts.</li> <li>➤ Strong digital and technical skills.</li> <li>➤ Strong communication and presentation skills</li> <li>➤ Ability to manage, coach and mentor staff</li> <li>➤ Ability to travel to and from promotional activities</li> </ul>	

## POSITION ANNOUNCEMENT

**QUALIFICATIONS:**

- A Master's Degree in Adult Learning, Education, Business Management or related field
- Ten years' experience in teaching at a tertiary level using face-to-face and online modes of instruction.
- Five years' experience in adult training
- Five years' managerial experience
- Professional memberships in international professional organisations centered around adult learning a PLUS.

<b>Salary Grade</b>	<b>D-1</b>
<b>Date Published</b>	<b>February 2023</b>
<b>Application End Date</b>	<b>Until Filled</b>
<b>Date to be Removed</b>	<b>Until filled</b>

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](https://ub.edu.bs/Application-for-Employment-Staff.pdf));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

**Email Address:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Subject:** Director, Personal and Professional Development, CeLEARN

**Attn:** Vice President, Human Resources

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director, Personal and Professional Development, CeLEARN.*