



## **Director of Continuing Education Position Profile**

Georgia Southern University (Georgia Southern) invites applications and nominations for the position of Director of Continuing Education. In order to guide the Division toward a bold vision of excellence, the University seeks candidates who are inspirational, creative, and accomplished leaders in the field of Continuing Education, with a strong commitment to excellence and serving the region.

### **The University**

Georgia Southern University is the state's largest and most comprehensive center of higher education south of Atlanta. Georgia Southern University is a public comprehensive and Carnegie Doctoral/R2 university offering associate, bachelors, masters, and doctoral degrees in nationally accredited programs in the liberal arts, sciences, and professional disciplines. Georgia Southern serves more than 27,000 students on three vibrant campuses—the Armstrong campus in Savannah, the Statesboro campus, and the Liberty campus in Hinesville. Georgia Southern offers an attractive campus environment that encourages learning, discovery, and personal growth. Nationally accredited academic programs prepare diverse scholars for leadership and service as working citizens.

Since 1906, the University's hallmark has been a culture of engagement that bridges theory with practice, extends the learning environment beyond the classroom, and promotes student growth and life success. Central to the University's mission is the faculty's dedication to excellence in teaching and the development of a fertile learning environment exemplified by a free exchange of ideas, high academic expectations, and individual responsibility for academic achievement. Faculty, staff, and students embrace the values of integrity, civility, kindness, respect, sustainability, citizenship, and social responsibility in every facet of the University.

For more information about Georgia Southern, please visit: <https://www.georgiasouthern.edu/>.

### **The Division of Continuing Education**

The mission of the Division of Continuing Education is to support Georgia Southern's commitment to advancing the State of Georgia and helping the region "accomplish more." The Division honors this commitment by offering a wide variety of programs, conferences and services. The Division also honor the University's commitment to promoting life success by extending the learning environment beyond the classroom. Guided by this, the Division serves as the educational link between Georgia Southern and the community by delivering lifelong learning opportunities that meet various cultural and generational learning needs, and provide the flexibility needed to maintain work-life balance.

The Division of CE develops and delivers customized training programs and conferences designed to improve the workforce and enhance professional skills. In addition, the Division offers Continuing Education Units (CEU) and Professional Learning Units (PLU). The Division of CE provides the following programs:

- **Non-Credit Programs:** The Division of CE works closely with the Colleges within the University to provide numerous innovative non-credit programs that improve the skills of the region's workforce, enhance societal and cultural understanding, encourage healthy lifestyles, and enhance the quality of life of the region's citizens by providing personal development and cultural enrichment opportunities. The Division of CE reports all institutional continuing education activity to the University System Board of Regents.
- **Conferences:** The program development staff assists organizations, businesses, and the campus community with program development tasks including needs assessment, planning, marketing, administration, fiscal management, coordination and evaluation. A full range of meeting, planning, and conference services are available, as well as contract training programs for businesses, industries, non-profits and other agencies. Last year, the Division of CE coordinated 15 conferences that were attended by 3,493 individuals. Conferences included Georgia International Conference on Information Literacy, Rural HIV Research and Training, Southern Conference on Children, Cross-Cultural Counseling and Education Conference for Research, Global Education Summit, and the Georgia Scholarship of STEM Teaching and Learning. These conferences were held at the Nessmith-Lane Conference Center, Coastal Georgia Center, Memorial Hospital and a variety of local hotel properties in Savannah and Statesboro.
- **Nessmith-Lane Conference Center:** Nestled in the heart of the Eagle Nation at Georgia Southern's Statesboro campus, the state of the art Nessmith-Lane Conference Center (NLCC) boasts 10,000 square feet and provides a leading-edge environment for lifelong learning and cultural enrichment. With training support systems and audiovisual and telecommunications equipment, it is designed especially for training and development programs, conferences, distance education, workshops, seminars, symposia, youth programs and business meetings, as well as related social functions and entertainment. The NLCC houses a 376- seat auditorium, nine meeting rooms all with smart room capabilities, a 600-seat ballroom, office space and a full catering kitchen.
- **Coastal Georgia Center:** The Coastal Georgia Center (CGC) is an academic conference, meeting, and special event venue located in the heart of the beautiful Historic District of Savannah, Georgia, adjacent to the Savannah Visitor Center. Managed by Georgia Southern, the facility features over 30,000 square feet of meeting and classrooms for groups of various sizes. The facility also includes open and inviting common spaces, professional offices, and an experienced staff which provides services ranging from technical support, catering and event services. The CGC fulfills its mission by offering graduate level courses, professional and continuing education classes, community events that promote the University as a visible part of the Savannah economy and serves as an affordable venue for meetings and conferences. Listed below are just a few of the services provided:
  - Conference and Event Services
  - Customized Workforce Training
  - Professional Development Courses
  - Personal Development Courses
  - Program Development
  - Online Courses
  - English Language Program

- Youth Programs and Camps

For more information regarding the Division of CE, please visit:  
<https://academics.georgiasouthern.edu/ce/>.

### **Position Summary**

Reporting to the Provost and Vice President for Academic Affairs, the Director serves as the chief administrative officer and spokesperson for the Division of Continuing Education (CE) and oversees a staff of 23 and a budget of about \$3 million. The Director is a vital link between the University and community stakeholders and is responsible for developing partnerships with regional entities (i.e. corporations, non-profit organizations, governmental agencies, etc.). The Director also plays a critical role in developing and implementing programs that support workforce needs and personal and professional development. The Director also coordinates the evaluation of instructional program offerings and student support systems. In addition, the Director is responsible for articulating the vision, mission, goals, and programs of the Division to the University community, external stakeholders, and the public at large.

### **Opportunities and Challenges**

The next Director will join an institution poised to move to the next level of excellence in teaching, professional development, and community engagement and will provide leadership in several critical areas including but not limited to:

- **Creating a Vision for the Future** – The new Director will play a key role in developing and implementing a compelling vision for the future of the Division that will embrace entrepreneurship and growth in a multi-campus environment. The next Director will have the opportunity to restructure the Division and properly align financial and human resources to support and expand existing programs that are successful and invest in emerging opportunities with great potential.
- **Building New Partnerships** – The next Director will be expected to collaborate with Georgia Southern's senior administration and the Dean of each college to determine creative strategies for leveraging the University's intellectual capacity in addressing the workforce demands within the state of Georgia and the region. The Director will develop and implement an ambitious plan with distinct metrics for increasing the Division's number of partnerships with businesses, non-profit organizations, governmental agencies, and other entities in the region. The focus will be on expanding the number of partnerships and thoughtfully increasing the number and quality of programs.
- **Developing New Resources** – The Director will inspire and guide the CE staff in promoting the resources of the University and defining the right mix of programmatic offerings that will lead to increases in participation, visibility, and new revenue growth. in The next Director will have the opportunity to enhance the quality of service, reputation and stature of CE within the University and State of Georgia and make further strategic and purposeful growth possible.
- **Promoting the Professional Development and Stability of CE Staff** – Under the leadership of the new Director, the Division must renew its commitment to assisting staff in developing the skills necessary to function at the highest levels of excellence. Moreover, the Director will be tasked with creating a work environment that is inspiring, embraces transparent and data informed decision-making, encourages participation and

engagement, and is reinforced by clear goals and objectives. The next Director will work diligently with CE staff to improve staff retention and professional growth.

### **Qualifications**

Successful candidates for the Director of Continuing Education position will possess:

- A master's degree from an accredited university;
- Experience developing and operating self-support programs;
- Five (5) years of administrative/leadership experience in a large, complex organization;
- Successful experience developing revenue generating programs;
- Experience with planning, budget management and supervision;
- Experience negotiating contracts with various stakeholders and clients such as businesses, non-profit organizations, governmental agencies, and other entities;
- Demonstrated experience establishing productive working relationships with faculty and administrators in a variety of disciplines and operational areas;
- Demonstrated commitment to shared governance in an educational or similar organization;
- Strong written, oral, and interpersonal communication skills;
- Ability to foster partnerships among academic, community, and other stakeholders;
- Demonstrated commitment to the professional development of staff;
- Strong entrepreneurial skills; experience developing and implementing innovative educational programs to address the needs of a particular industry, organization, or niche market;
- Recent and demonstrated commitment to working in a diverse environment and supporting diversity and inclusion efforts and initiatives;
- The authorization to work in the United States for the duration of employment without assistance from the institution;

### **Preferred Qualifications:**

In addition to the aforementioned list of qualifications, the most competitive candidates for the Director of CE position will also possess:

- Doctorate degree from an accredited university;
- Experience managing complex budgets and leading personnel in a higher education environment;
- Track record of innovative program development;
- Successful experience generating external funding including grants and gifts;
- Experience developing and implementing strategic plans;
- Successful experience developing partnerships across a university or college;
- Experience in a leadership role for an office or division of Continuing Education;
- Demonstrated experience developing online programs and use of new educational technologies;
- Evidence of community involvement and leadership;
- Successful experience developing and implementing programs in a multi-site environment.

### **Application Process**

Screening of applications will begin immediately and will continue until the position is filled. The preferred start date is June 2019. A complete application consists of a letter addressing the qualifications cited above; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be

requested. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:



**Alberto Pimentel**, Managing Partner  
Storbeck/Pimentel & Associates  
6512 Painter Avenue  
Whittier, CA 90601  
Email: [apsearch@storbeckpimentel.com](mailto:apsearch@storbeckpimentel.com)  
Refer to code "**GSU-DCE**" in subject line

*Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.*