



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, KRAUSE CENTER FOR INNOVATION (KCI)

DEPARTMENT: Krause Center for Innovation

COLLEGE: Foothill College

SALARY GRADE: A2/A3 – H

POSITION PURPOSE:

Reporting to the Director of Business and Education Partnerships, the Director of the Krause Center for Innovation provides vision, leadership, and administrative oversight for the Krause Center for Innovation (KCI). Director manages and supervises all aspects of the KCI. Responsible for the LINC, FAME and MERIT programs. Responsible for the use of the KCI to support other college programs. Director will coordinate very closely with employers, businesses, academic deans, district Community Education office, FHDA Foundation, donors, and grant requesting offices.

NATURE and SCOPE:

The Director of the Krause Center for Innovation supervises the Director of Marketing and Strategy for the KCI, Program Coordinator, Fulltime Faculty, and various Part-time Faculty and contractors.

The Director of the Krause Center for Innovation is a leadership position designed with the requirement that the individual is capable of working independently to resolve management issues and deliver on strategic initiatives. This position will meet regularly with the Director of Business and Education Partnerships. Annual goals will be set that will be reviewed at quarterly with the Director of Business and Education Partnerships.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Lead and manage all aspects of the LINC, FAME and MERIT programs; ensure adherence to the college vision and mission.
2. Supervise and manage the Krause Center for Innovation (KCI) facility; coordinate with other college programs and the District to maximize the use and efficiency of the building.
3. Develop and cultivate relationships that result in donations to support KCI programs and the college.
4. Prepare and administer budgets; prepare justifications and recommendations; and assure maintenance of documentation.
5. Supervise and evaluate the performance of assigned personnel; coordinate with other college and District staff and others to ensure proper support for unique or unusual programs.
6. Provide leadership and training for staff to ensure that staff remains aware of and familiar with District and college policies and procedures.
7. Lead or participate in various college, district-wide, regional meetings and/or committees for directors, managers, deans, learning communities, and tasks groups as required.
8. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. District policies and procedures.
2. California Education Code.
3. District safety procedures.
4. Budget and finance.
5. Federal and state labor laws.
6. Organizational design processes and change management.
7. Classified union contracts.
8. Educational institution operation, related laws, regulations, business and administrative practices.
9. Computers: commonly used software and communication mediums.
10. Electronic media and desktop publishing.
11. Marketing, communications, advertising, and public affairs as they relate to educational institutions.
12. Quality principles of trust, teamwork and collaboration.
13. Principles of higher education organization, structures, leadership, management and supervision.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing.
3. Sales / marketing skills.
4. Leadership /management / supervisory skills.
5. Computer literacy, skilled in the operation of commonly used software, including Internet communication skills.
6. Organizational, time management, and problem solving abilities.
7. Handle difficult and sensitive issues and problems and resolve conflicts.
8. Develop and manage budgets.
9. Prioritize workload and conflicting demands.
10. Demonstrate presentation skills.

Education and Experience:

1. Master's degree from an accredited college or university preferably in education, business, public administration or related field.
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications:

1. Experience in developing markets and promotional strategies for products/programs.
2. Experience in securing revenue, including grant funding.
3. Previous experience of working within an institution of higher education.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.

3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: March 2013

Ed Code: H-10

Creditable Service: STRS