

# Job Description

Position Title: Director, Additional Location  
Compliance

Job Family: Academic Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Director of Additional Location Compliance is responsible for providing a high level of professional service by advising and educating Pima Community College, Academic Departments, and other additional location stakeholders on a broad range of compliance matters, along with participation in institutional efforts to detect and deter violations of HLC Accreditation, and PCC rules, regulations and policies.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises staff to support College strategic plans. Prioritizes and assigns work, ensures staff training, conducts performance evaluations, and makes hiring, termination, and disciplinary recommendations.
2. Collaborates, coordinates and educates Administrators, Deans, Faculty and other college departments regarding accreditation compliance, PCC policies and processes to properly maintain additional locations.
3. Provides strategic direction, creates policies and processes for management, oversight, and governance, for additional locations that ensures the quality of Pima's educational courses and programs.
4. Serves as a strategic partner for departments. Enables external agencies and internal stakeholders to address complex issues impacting accreditation and operations in order to enhance strategic outcomes and fulfill objectives.
5. Creates policies and processes, as well as the execution, for starting and maintaining additional locations. Ensures quality control of locations that include clearly identified academic controls, regular evaluation by the institution of its locations; a pattern of adequate faculty, facilities, resources and academic supports systems; financial stability and long-range planning.
6. Manages strategic communication, prepares reports, and creates presentations for the Governing Board, Chancellor, Provost, others as requested, and will be expected to present at Governing board Meetings and Study Sessions.
7. Creates and maintains all evidence and accreditation compliance related documents including the function of the Location Visit Coordinator, as defined by the accreditor.

8. Serves on internal and external task forces and committees in order to foster awareness and management as an integral part of institutional processes, including strategic planning and project and change management processes.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- Knowledge of business management and fiscal practices
- Knowledge of internal and external customer service principles and practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Knowledge and application of various instructional methodologies
- Skill in effective communication (both written and oral)
- Skill in people leadership and supervision
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
- Master's degree in related field of study preferred.
- Five (5) to eight (8) years of related experience required.
- Three (3+) years of supervisory experience.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours