

ASSISTANT MANAGER OF SATELLITE COLLEGE OPERATIONS

DEFINITION

Supervises and manages the evening shift operations and activities of a satellite education center of a college.

TYPICAL DUTIES

- Supervises and manages the evening operations and activities of a satellite center.
- Assists in developing and implementing a marketing plan and advertising campaign that will increase public awareness and enhance the image and funding sources of a satellite center.
- Assists in establishing and maintaining liaison with community leaders, community and business organizations, and public agencies to determine the needs of the satellite center and to stimulate interest in satellite center programs.
- Assists in establishing and enforcing operational policies and procedures for a satellite center.
- Assists in collecting, developing, and organizing information for dissemination to college and community and business groups through a variety of media including television, newspaper, magazines, newsletters, and bulletins.
- Assists in the collecting of a variety of data related to community needs and interests and satellite center student success.
- Assists in coordinating with other offices such as academic affairs and student services to schedule classes and workshops and provide appropriate support services to students participating in programs in a satellite center.
- Prepares reports, promotional materials and presentations related to a satellite center.
- Assists in the preparation of the annual budget for a satellite center.
- Assists in the establishment of financial, staffing, facilities, and equipment requirements based on program needs, available resources, and profitability requirements.
- Oversees the investigation and resolution of problems and complaints pertinent to a satellite center.
- Directs the preparation of supply and equipment requisitions for a satellite center.
- Assists in the negotiation and preparation of contracts for the lease of various facilities.
- Prepares requests for contracts and defines scope of work.
- Ensures proper security and physical condition of buildings, grounds, and equipment at a satellite center.
- Supervises and evaluates assigned staff.
- Directs the maintenance of program and student records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Manager of Satellite College Operations** supervises and manages the evening shift operations and activities of a satellite education center of a college.

A **Manager of Satellite College Operations** plans, organizes, markets, promotes, manages, and evaluates the operations and activities of a satellite education center of a college.

SUPERVISION

General direction is received from a classified or academic supervisor or administrator. Supervision may be exercised over assigned technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques of community relations, promotion, publicity, marketing and advertising
- Mission, philosophy, and goals of a college
- Activities and interests of community groups, professional organizations, and the associated student organizations
- Principles and techniques of research
- Principles of business and personnel management
- Basic principles and practices of budget preparation and administration
- District organization, operations, policies and procedures
- Los Angeles County community and business resources available to the college
- Principles of supervision and training
- Organization and management of records
- Capabilities of computer applications and hardware
- World Wide Web and Internet environments

Skill in:

- Interpersonal relationships
- Presenting concepts verbally and in writing

Ability to:

- Supervise assigned operations of a satellite center
- Provide a positive image of the satellite center
- Establish and maintain cooperative relationships with personnel of the District and representatives of the community
- Develop effective interpersonal relationships
- Communicate clearly and concisely, both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Supervise the work of others
- Prepare clear, comprehensive and accurate reports, presentations, correspondence, and publicity materials
- Learn general computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university, preferably with a major in business administration, public administration or a closely related field

AND

Three years of full-time paid experience in supervising or managing the operations of an educational program or center.

OR

- B. A master's degree from a recognized college or university, preferably with a major in business administration, public administration or a closely related field

AND

One year of full-time paid experience in supervising or managing the operations of an educational program or center.

Special:

A valid Class "C" California driver's license.
Access to an automobile.