NASHUA COMMUNITY COLLEGE SUPPLEMENTAL JOB DESCRIPTION

INCUMBENT: Jeanne Hayes

FLSA: Part-time ExemptEEO-6 CODE: 1-12 (Administrative, Managerial)SOC CODE: 11-3011

CLASSIFICATION: Administrator IV

CLASSIFICATION CODE: 007200

IN-HOUSE TITLE

License/Certification: Possession of current or active RN licensure. Must meet the continuing education requirements by the Board of Nursing to maintain continuing licensure. Access to statewide transportation.

RECOMMENDED WORK TRAITS: Skilled in planning, implementing, promoting, and evaluating educational programs and the needs of students. Thorough knowledge of teaching methods, use of instructional materials and the organization of subject matter into effective teaching units in technology or other specialized programs. Ability to originate and implement new programs and to improve existing programs. Ability to project and maintain a positive disposition with students, faculty, administration and staff. Ability to supervise professional instructional staff and collaborate in development of programs, policies and procedures. Knowledge of budget development and management. Strong communication skills, both oral and written. Ability to work effectively with clinical affiliates, vendors and community organizations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college's appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name (typed)

Employee's Signature

___/__/ Date Reviewed

Supervisor's Name and Title: Robyn Griswold, Vice President of Academic Affairs

The above job description accurately measures this employee's job duties.

Supervisor's Signature

____/___/___ Date Reviewed

CCSNH Human Resources

___/__/___ Date Approved