

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months	<b>Title</b>	DIRECTOR OF THE MARET CENTER
<b>Revised:</b> 04/17/2016	<b>Department</b>	MARET
<b>Level:</b> ADMIN.	<b>IPEDS</b>	PROFESSIONAL
<b>FLSA:</b> EXEMPT	<b>Reports to</b>	ASSOCIATE VICE PRESIDENT OF CAREER AND TECHNICAL EDUCATION

**POSITION SUMMARY**

The Director will advance the Missouri Alternative and Renewable Energy Technology (MARET) Center mission by developing new partnerships and collaborative efforts with business and industry, educational institutions, economic development leaders, and state and federal agencies. This position is responsible for leading efforts to develop new educational programs and services in the renewable energy field. The Director is responsible for leading efforts to develop new entrepreneurial services, project management, and new product development throughout the broad array of established and emerging renewable energy technologies. The Director is responsible for supervising and coordinating the successful operation of the MARET Center services and programs. MARET activities include educational programs, information dissemination, applied research, business incubation/acceleration, and new product development. The Director will also lead efforts to secure additional grant and appropriation funding from state and federal agencies.

**MAJOR FUNCTIONS**

1. Provide direct supervision of all MARET Center programs and faculty.
2. Lead efforts to develop new credit earning and non-credit earning educational programs and services in the renewable energy and business field.
3. Manage the development and implementation of marketing plans and conduct formal presentations for MARET Center activities.
4. Establish relationships with regional, national, and international renewable energy industry leaders.
5. Work directly with the region's business and economic development organizations to target and develop renewable energy businesses and industries for the area.
6. Work with individuals and organizations to identify new products, processes, concepts, and/or product improvements that may be worthy of commercial development and/or patent protection.
7. Plan and coordinate all new or improved product development and commercialization activities with the MARET Innovation Center.
8. Collaborate with the College's grant and development office to pursue outside funding opportunities.
9. Manage the operating budget for all MARET Center activities.
10. Establish and maintain relationships with Department of Energy staff, Missouri Department of Natural Resources, Southwest Missouri state legislators, and Missouri Congressional leaders and staff.
11. Write annual reports, newsletters, articles, and communications as required for information dissemination to the College, public, and legislatures.
12. Oversee applied research and special projects.
13. Develop and monitor the legal, financial and operational framework for the MARET Innovation Center's incubation and acceleration activities.
14. Prepare project reports for management, customers, or others as required.
15. Perform other duties as required.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Master's degree in Business, Marketing, Environmental, or other related field;

2. Demonstrated ability to communicate effectively in both written and oral forms
3. Demonstrated ability to effectively manage budgets
4. Ability to manage personnel effectively
5. Ability to establish and maintain positive working relationships with students, professionals, staff, and the public

#### **EQUIPMENT/SOFTWARE**

Information Technology Abilities required:

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use MS Word, Excel, and PowerPoint

#### **POSITIONS SUPERVISED**

Faculty and Staff of the MARET Center

#### **WORKING CONDITIONS**

1. Travel will be required.
2. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
3. Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. A neat appearance and appropriate businesslike apparel are required.

#### **PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

#### **CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

#### **LANGUAGE/COMMUNICATIONS SKILLS**

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.