

Job Description		
Position: CCE Corporate Universities Group Head	Classification/Rank: <i>(for OHRMOD to determine after job evaluation/audit)</i>	IPL: <i>(for OHRMOD to determine after job evaluation /audit)</i>
<p>Summary of Work Activities and Responsibilities: As Corporate Universities Head, He/She shall manage existing corporate university initiatives and at the same time the creation, development and delivery of the learning objectives of new Corporate Universities’ initiatives of the Center. This will also include the overall creation and supervision of different teams composed of course designers, facilitators/subject matter experts and training assistants.</p>		
<p>I. TNA and Curriculum Development and</p> <p>Overall management of the following activities:</p> <p>a. Needs Assessment & Curriculum Design</p> <ol style="list-style-type: none"> i. Reviews needs assessment analyses/results/reports/curriculum output of the Curriculum Designer Team ii. Presents curriculum design to client <p>b. Course Design</p> <ol style="list-style-type: none"> i. Coordinates/ Liases with Curriculum Development Director and team the course content, schedule, Faculty/Resource person allocation for topics within modules, methods of delivery and assessment and documentation ii. Orients Course Designers, Facilitators and Program Assistant/s on history and proceedings related to the curriculum as it relates to his/her assigned course iii. Communicates expectations with Course Designer/ Facilitator on his/her assigned course, which includes instructions on the participant’s project outputs iv. Communicates expectations with the Training Assistant on his/her role in the curriculum and program roll-out v. Supports the Course Designer in the development of the course design by: <ol style="list-style-type: none"> 1. Sourcing content materials from client, as required by the course designer 2. Assisting Course Designer in looking for reference materials 3. Reviewing the reference materials sourced by Training Assistant 4. Attending meetings (internal walkthrough, client walkthrough, coaching feedback/debriefing session), wherein he/she is expected to: <ul style="list-style-type: none"> • Facilitate the meetings • Review and approve meeting highlights & incorporation of feedback in course design drafted by Training Assistant • Send final meeting highlights & incorporation of feedback in course design to facilitator and client vi. Oversees the Training Assistant in the following areas: <ol style="list-style-type: none"> 1. Preparation of reference, instructional materials, and other materials related to each course (e.g. sourcing, reproduction of materials) 		

2. Logistic prep
 3. Documentation of meeting and actual sessions
 - Reservation of venue
 - Ordering of meals
 4. Crafting of terminal reports for each course
- c. Course Conduct
- i. Reviews workbook and course materials edited by the Training Assistant
 - ii. Sends workbook and course materials to facilitator
 - iii. Monitors participants and the execution of the course during its actual conduct
 - iv. Collaborates with the facilitator (current & next course facilitators) in making necessary adjustments to the course design
- d. Evaluation Plan
- i. Manages process leading to programme assessment and make recommendations for the improvement of course strategy, delivery and documentation
 - ii. Tracks program progress and ensure milestones are met on schedule.
 - iii. Document the client's program roll-out and results of student evaluation for school report.

II. Management of Client

- a. Coordinates with client with regards to the organizational context and requirements for the course design
- b. Updates client on the actual sessions through the creation of daily reports
- c. Submits a terminal report for each course, initially drafted by the Program/ Training Assistant
- d. Submits a consolidated report upon completion of all courses in the curriculum

III. Budget and Finance

- a. **Prepares the annual budget of the Corporate Universities Group and monitors actual performance versus projections.**
- b. **Provides justification to procurement requirements and ensures prompt liquidation of cash advances**

Knowledge, Skills and Abilities:

1. Project Management – defining clear goals, formulating and implementing program plans and evaluating outcomes
2. Data and Information Analysis – analyzing data and information as input for the formulation of strategic plans, monitoring progress towards goals, and calibrating programs
3. Networking and Relationship Management – establishing, developing and maintaining productive relationship with partners and other stakeholders over time.
4. Communications– knowledge of business communication, dissemination techniques and methods.
5. Assertiveness-can assert Ateneo's scope of responsibilities and service agreements with the clients
6. Change Management – managing resistance to change by involving and engaging key stakeholders in the process of change

Education and Experience Requirements:

1. Strongly recommended:
 - Experience working in a multicultural environment is strongly recommended
 - Experience in the area of education/training/learning and development is strongly recommended
 - Educational administration is strongly recommended;
 - Experience in curriculum design and content development
2. Holder of a master's degree
3. Proficiency in Business English is required

Direct reports

Marleth S. Calanog (CCE Executive Director)

Updated by

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Corporate Universities Head*

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May 26, 2017