

DIRECTOR OF WORKFORCE AND CONTINUING EDUCATION

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 14

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for providing leadership and strategic direction for the planning, delivery, reporting and evaluation of workforce training programs, customized skills development training, business development, continuing education, professional development and community education programming activities responsive to market-driven educational needs that meet institutional strategic priorities, and achieve financial objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, creates, administers, and evaluates high quality, sustainable, growth-oriented workforce and continuing education programs that generate net revenue.
- Leads campus-level coordination efforts in the development, implementation, and reporting of workforce/skills development and continuing education offerings.
- Supervises the operational aspects of workforce, skills development and continuing education courses conducted on- and off- campus.
- Develops and implements customized training program offerings directed toward meeting the needs of the business community and regional economic development efforts by increasing the number of business and industry partners participating in contract and/or customized training with the College.
- Develops and implements continuing education unit (C.E.U.) offerings, community engagement courses, and events.
- Plans and develops business contacts; designs/executes contracts; and ensures appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and college policy.
- Coordinates course and financial reporting related to courses offered by the Workforce and Continuing Education functional unit.
- Develops or assists in the development of comprehensive grant proposals/applications for the campus to include budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports.
- Verifies training being provided, checking terms of delivery, billing and compliance with the THECB in the case of funded courses.
- Works closely with instructors, course developers, and subject matter experts to develop innovative, intensive courses and programs of varying length to address workforce, skills development and continuing education needs of local companies.

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- Collaborates with College departments to develop marketing collateral, schedule facilities, prepare course materials, hire instructors, and plan events, as needed.
- Utilizes traditional (networking, brochures, advertisements) and innovative (social media) marketing strategies to expand brand awareness, instructor base, and potential enrollees.
- Hires, supports, supervises and evaluates team of staff and instructors (which will grow commensurately with realized revenue growth), in collaboration with the Associate Vice President of Instruction.
- Develops, submits, and monitors an annual budget with FTE projection, in collaboration with the Associate Vice President of Instruction.
- Maintains liaisons with local groups to determine instructional needs and generate responsive programming.
- Develops and oversees effective systems for enrollment management into offerings.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with the Associate Vice President of Instruction.
- Assists with the process for systematic review and evaluation of the Workforce and Continuing Education functional area per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.

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- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work effectively in a team environment with a customer service focus.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university.
- Minimum of three (3) years of experience developing and managing workforce and/or continuing education programs at a community college, university or public/private entity, which includes:
 - a) experience in the preparation and managing of skills development grants through the Texas Workforce Commission;
 - b) experience in developing comprehensive grant proposals/applications, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports; and
 - c) experience in developing business contacts and designing/executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and college policy.
- Experience in building partnerships with internal and external constituents in a diverse community.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in business administration, management or related field from an accredited college or university is preferred.
- Bilingual in English-Spanish.

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CERTIFICATES AND LICENSURES

- None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a bachelor's degree from an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum of three (3) years of experience developing and managing workforce and/or continuing education programs at a community college, university or public/private entity, which includes: a) experience in the preparation and managing of skills development grants through the Texas Workforce Commission; b) experience in developing comprehensive grant proposals/ applications, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports; and c) experience in developing business contacts and designing/executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and college policy?
 - Yes
 - No
4. *Do you have experience in building partnerships with internal and external constituents in a diverse community?
 - Yes
 - No
5. Do you have a master's degree in business administration, management or related field from an accredited college or university?
 - Yes
 - No
6. Are you bilingual in English-Spanish?
 - Yes
 - No