

DIRECTOR OF WORKFORCE TRAINING AND CONTINUING EDUCATION – CONSTRUCTION AND MANUFACTURING

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 14
REPORT TO: ASSOCIATE VICE PRESIDENT OF INSTRUCTION-WORKFORCE DEVELOPMENT
REVIEW DATE:

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, staffing, reporting and evaluation of continuing education training programs, customized skills development training, business development, and professional development activities in an assigned area. Programs must be 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 continuing education courses and certificate programs that generate net revenue. Courses must be aligned with the Texas Workforce Education Course Manual and where applicable, matriculate into student credit hour (SCH) programs.
- 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.
- Identifies demographics and labor market trends in support of program development across the College's service area.
- Supervises the operational aspects of continuing education and skills development conducted on- and off- campus, including oversight of the instructional staff; scheduling of classes; class evaluations; production of monthly enrollments and revenue data reports; securing classroom locations and equipment; arranging technical support; and student advising.
- Hires, certifies, supports, supervises and evaluates team of staff and instructors (which will grow commensurately with realized revenue growth).
- Interact with Deans to share programming innovations and faculty. Also, coordinates with Deans and others on the articulation of pathways that connect CE to AAs degrees and certificates.
- Plans and develops business contacts; joins and participates in related associations, maintaining strong industry connections for the purposes of being the content expert to drive program development and instructor recruitment. Works to identify members for CE Advisory Board.
- Develops or assists in the development of comprehensive grant proposals for the campus to include budget preparation, statement of work, memorandums of understanding, letters of

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support, record keeping, evaluation, and required reports.

- Designs and executes contracts; ensures appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations, and college policy.
- Verifies training being provided, checking terms of delivery, billing and compliance with the THECB in the case of funded courses.
- Works with Marketing to develop and execute a marketing plan that supports budget goals and expands brand awareness, instructor base, and enrollees.
- In collaboration with the Associate Vice President of Instruction, develops, executes, and monitors an annual operational plan and budget that drives performance.
- Assists with the process for systematic review and evaluation of the Workforce Training 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.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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.

- Demonstrated superior 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.
- Demonstrated problem solving and communication skills, both oral and writing; proven ability to define problems, collect data, establish facts, draw valid conclusions and effectively present information to administration as well as internal and external groups.
- 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.
- Ability to inspire and motivate individuals to perform at their highest level.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work evenings, holidays or weekends depending on deadline requirements and special events.
- 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.
- Ability to handle sensitive and extensive confidential data.
- Possess an entrepreneurial mindset with an eagerness to create new and topical programs.

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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 construction and/or manufacturing workforce/continuing education programs at a community college, university or public/private entity.
- Experience in planning, directing, and coordinating buildouts of various industry-based construction-related programs.
- Experience in building partnerships with internal and external constituents in a diverse community.

PREFERRED EXPERIENCE

- Experience with a) the preparation and managing of skills development grants through the Texas Workforce Commission; b) developing comprehensive grant proposals, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports; and c) designing and executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and organizational policy.

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

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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.

Disclaimer:

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: _____

Direct Supervisor: _____ 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?
 - Public Job Posting
 - Internal Job Posting
 - Job Board
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Job Fair
 - Other
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 construction and/or manufacturing workforce/continuing education programs at a community college, university, or public/private entity?
 - Yes
 - No
4. Do you have experience in planning, directing, and coordinating buildouts of various industry-based construction-related programs?
 - Yes
 - No
5. Do you have experience in building partnerships with internal and external constituents in a diverse community?
 - Yes
 - No
6. Do you have experience with a) the preparation and managing of skills development grants through the Texas Workforce Commission; b) developing comprehensive grant proposals, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports; and c) designing and executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and organizational policy?
 - Yes
 - No