

## ASSOCIATE VICE PRESIDENT FOR CAREER AND ECONOMIC DEVELOPMENT

### **Description**

The Associate Vice President for Career AND Economic Development provides leadership and direction for the career education, and economic development programs, services, faculty and staff. This person would directly oversee the design, deliver, and continuous process improvement of career education degree and certificate programs, workforce training programs, and economic services such as SBDC's and contract education. Additionally, this person would ensure a continuum of opportunities for area residents to improve their career options through short courses, coordinated business and industry non-credit programs, certificate programs, and career education degrees that connect with the economic needs of our service area and state. The Associate Vice President for Career and Economic Development supervises staff of the career education office, and other programs as designated. In addition the Academic Department Chairpersons and the Dean of Nursing and Health Science will be supported by this position. The position will report to the EVP.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Provides direction to all career educational programs in the specific areas of development, delivery, review, program evaluation, and marketing.
- Directs and/or conducts surveys and studies required to determine the training, career education, and economic development needs of the district.
- Works with local business community, local school, and college representatives to create career educational partnerships between the college and its community. Represents the district at off campus meetings and conferences, in relationships with other educational institutions, community organizations and businesses.
- Directs and manages the operation of the Career Development and Contract Education programs. Creates a balanced curriculum off fee-supported and contract classes and events that promote the educational goals of the college.
- Evaluates quality of Career Education and Contract Education programs on a regular and formalized basis.
- Supervises and evaluates the director of the Small Business Development Center.
- Oversees the preparation of and prepares all reports and records for VATEA, SBDC, and other specially-funded programs, and assists faculty and administrators in development and compliance of these programs.
- Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees.
- Examines, evaluates, and makes recommendations for potential technological innovations in career education instruction and support. Assists faculty in the acquisition, development, and utilization of instructional resources.

- In cooperation with faculty, develops requests for financial support for career education and training from governmental and private agencies.
- Chairs or serves on various college committees including career advisory committees, and participates in professional organizations as appropriate to assignment.
- Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment.
- Participates in selection, training, orientation, and development of faculty and support staff.
- Commitment to provide instruction for students with diverse abilities and interests. Personal qualities to work effectively and sensitively in a multicultural environment.
- Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Demonstrate an ability to work productively in an interdisciplinary environment using participatory approaches to governance.
- Determines staffing needs, and makes appropriate recommendations for the Basic Skills Programs.
- Prepares written and oral reports in evaluation of student learning and basic skills.
- Coordinates and maintains computerized records on student progress in achieving goals.
- Understanding of and commitment to the mission and philosophy of the California community college system.
- Evaluates student needs, external requirements and regulations, and current trends to develop program modifications and improvements.
- Establish and maintain good community relations and deliver effective public presentations.
- Coordinate and prepare timely and accurate instructional reports required by various federal, state, district and college departments.
- Establish and maintain effective and positive relationships with faculty and staff.
- Work collaboratively with Hartnell College departments.
- Operate a computer, assigned software and other office equipment.
- Perform other duties as assigned.

#### **REQUIRED QUALIFICATIONS \***

- A master's degree in education, science, career education, or a closely related field
- Demonstrated experience in leading collaborative teams to effectively satisfy career educational needs
- Three years of increasingly responsible experience as an academic administrator which includes working with community organizations and/or employers
- One year experience in leadership.
- Demonstrated competence in planning and evaluation, fiscal and program management employee contract administration and facilities planning
- Must be sensitive to, and understanding of, the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and the community at large
- Experience working in a community college

- Demonstrated competence in development and evaluation of academic programs and personnel

**DESIRED QUALIFICATIONS**

- Experience in shared governance

\* Meeting minimum and desired qualifications does not assure any candidate an interview.

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