

## Associate Vice President for Career and Economic Development



### Description

The college is seeking an Associate Vice President for Career and Economic Development who is bright and highly energetic with a commitment to servant leadership. Under the general supervision of the Executive Vice President, this Associate Vice President provides leadership and direction for the career education, and economic development programs, services, faculty and staff. This person would directly support the design, delivery methods and continuous process improvement for career education degree and certificate programs, workforce training programs, and economic services such as SBDC's and contract education. Credit and non-credit programs will be developed to meet community needs. The AVP for Career and Economic Development supports chairpersons and the Dean of Nursing and Health Sciences.

### Specific Duties and Responsibilities

1. Works with local business community, schools, and college representatives to create career educational partnerships.
2. Directs and/or conducts surveys and studies required to determine the training, career education, and economic development needs of the district.
3. Represents the district at off campus meetings and conferences.
4. Directs and manages the operation of the Career Development and Contract Education programs. Creates a balanced curriculum of fee-supported and contract classes and events that promote the educational goals of the college.
5. Evaluates quality of Career Education and Economic Development programs for continuing improvement.
6. Supports, evaluates and develops assigned academic and classified employees.
7. Oversees the preparation of and prepares all reports and records for grant funded programs, and assists faculty and administrators in the development and compliance of these programs.
8. 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.
9. In cooperation with faculty, develops grants to augment the college's support for career education and training.
10. Selects, trains, and orients faculty and support staff.
11. Responsible for supporting an interdisciplinary environment.
12. Evaluates student needs, external requirements and regulations, and current trends to develop program modifications and improvements
13. Establish and maintain good community relations and delivers effective public presentations.
14. Coordinate and prepare timely and accurate performance and financial reports required by various federal, state, district and college departments.
15. Establish and maintain effective and positive relationships with faculty and staff.

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16. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:** \*

1. Master's degree from an accredited institution.
2. One year of administrative experience, formal training, internship or leadership
3. Demonstrated experience continuous improvement processes.
4. Demonstrated effective oral and written communication skills.
5. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

### **DESIRED QUALIFICATIONS:**

1. An earned doctorate.
2. Demonstrated experience in leading collaborative teams to develop programs that meet industry needs and standards.
3. Postsecondary administrative experience in a multicultural environment.
4. Developing, planning, implementing, and evaluating instructional programs and services
5. Hiring, supporting, developing and evaluating faculty and staff
6. Developing, managing and administering complex budgets
7. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.
8. Teaching experience in a corporate, community college or other higher educational institution.
9. Resource development experience with grants, foundations or similar development activities.
10. Ability to communicate with the Spanish Speaking Community.
11. Embrace shared governance principles, recognizing the importance of shared responsibility and fostering open communication among all divisions, programs and services; adhering to principles of trust, team work and collaboration.
12. Effective interaction with diverse students, staff, faculty and administrators, individually and as team members.
13. Use of independent judgment in the interpretation and application of rules, regulations, policies and procedures.

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