



## Job Description

**Job Title: Assoc. Vice President, Workforce & Continuing Education JTC: AIF**

**Salary Range: E03**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

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Responsible for the overall planning, staffing, budgeting and the supervision of full-time and part-time staff for a range of programs, both credit and non-credit. Serves as the primary college administrator for Workforce and Continuing Education programs.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and understanding of the Workforce and Continuing Education mission of the district and ability to work on multiple economic development projects or programs from a workforce and continuing education perspective. Knowledge of federal and state funded workforce development programs required. Experience developing, implementation and delivery of workforce and Continuing Education development programs.

The ability to identify new market and program opportunities. Ability to understand and interpret labor market trends and industry sector workforce development strategy. Experience implementing and coordinating courses at instructional sites. Demonstrated proficiency in applying instructional design theory, models and best practices.

Ability to work collaboratively with both internal and external constituents to improve program. Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty and staff. Experience working with training assessments, curriculum development and grant writing for workforce development efforts.

Financial acumen and proven abilities in budget and financial management. Demonstrated leadership skills, including strong team building, problem solving, decision making and motivation skills. Ability to write reports, business correspondence and procedure manuals. Excellent verbal and written communication skills and the ability to deliver one-on-one and public presentations, with excellent customer service skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in related field and three years of administrative experience in a community college, plus five years of experience in higher education, including supervision and teaching experience.



Must have current driver's license for offsite travel. Official transcripts required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs the development, implementation and evaluation of all workforce programs including corporate and contract training. Responsible for the supervision of various programs, including the development of new programs, curricula, syllabi, teaching assignments, and the evaluation of the effectiveness of new and existing courses and instructors.

Responsible for implementing policies and procedures as determined by the DCCCD, Board of Trustees rules, regulations and laws of state and federal agencies as they relate to assigned area. Facilitates problem solving for appropriate college personnel and students as required.

Creates and maintains a cooperative working bond with a wide range of business, community, state and federal agencies and organizations as well as DCCCD entities to develop and promote programs internally and externally. Works with other administrators to ensure direction of college-wide efforts meet workforce, instructional, and marketing goals.

Performs research and develops reports summarizing department activity and projecting data related to contact hours, student population, business/industry trends and needs. Develops, implements, and monitors division budget for assigned programs and services. Serves on campus/district-wide committees and participates in Commencement.

May serve as the location administrator in charge in the absence of the Vice President or President. Responsible for the selection, training, supervision and evaluation of all full-time/part-time employees and other staff members assigned to area. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds within the DCCCD community network.

Supervises two (2) to five (5) full time employees and manage budget.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*