



Classification Description

Job Title: Director, Workforce Planning and Development

Pay Grade: Administrator

Job Code: 4100

FLSA Status: Exempt

Job Purpose

Reporting to the Assistant Vice President for Workforce Education, this position supports planning and development activities for credit, non-credit programs and co-curricular activities within the Division of Workforce and Technical Education at FSW. This position requires specialized skills in collaborating, researching, planning, and writing new curriculum and helping create new programs offerings that enhance and meet the workforce needs of the FSW community. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Engages in collaboratively researching, planning, and writing reports, proposals, and curriculum to support department and School goals related to Workforce Education initiatives.

Seeks and develops opportunities to support businesses and organizations within FSW's service region through assisting with acquisition and growth of QRT Grants.

Works with the Director of Corporate and Community Education to operationalize work related to QRT grants.

Supports the development of curricular and co-curricular Workforce Education programs at FSW.

Conducts research and prepares continuously updated reports related to Workforce Education programs utilizing regional, state, and national data.

Using research data supports the preparation of federal, state, and special reports and projects.

Provides support for new initiatives within the division to include, FSW's Career Connection Center, events, and internship programs.

Works with division leadership to support the development and design of FSW's Career Connection Center, including the development of onboarding and evaluation processes related to FSW's College-wide Internship Program.

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Contributes to developing communications within the Division of Workforce Education, including reaching out to individuals for potential features, interviewing subjects (student, faculty, community members, staff, and alumni), writing feature stories, and editing and proofing content.

Works with division leadership to coordinate and operationalize a College-wide tracking system for employment and placement of students and graduates.

During peak times, support students facing elements related to workforce funding and internships as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in business, education, leadership, or a related field.

Five (5) years of full-time work experience working in business, government, or higher education.

Ability to travel independently within the College's five-county service district.

Strong collaboration skills and ability to work closely with all a variety of stakeholders.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

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- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 19, 2023.