



Classification Description

Job Title: Assistant Vice President, Workforce Education

Pay Grade: Administrator

Job Code: 4116

FLSA Status: Exempt

Job Purpose

Reporting to the Vice President for Academic Affairs, this position provides administrative oversight for the Division of Workforce Education. Responsibilities include leading workforce initiatives, supporting credit and certificate workforce development, and career and technical education programs across FSW's five academic schools as well as encompassing oversight for non-credit corporate and community education offerings. The Assistant Vice President for Workforce Education assists in oversight of technical/career programs that support economic development and training/preparation for high-skill/high-wage via developing and maintaining strong relationships with FSW service-area business and industry partners. This position advises/supports Deans on curriculum development, program and course analysis, program review, and compliance requirements with state and national accreditation standards. Additionally, this position seeks and provides oversight for appropriate grant opportunities. This position has College-wide administrator responsibilities. This is an administrator position on an annual contract.

General Responsibilities

Essential Functions

Serves as the institutional liaison for credit and certificate workforce programs to local, state, and federal economic and workforce training agencies and employer partner organizations. Represents the College at designated statewide and community organization meetings as appropriate to responsibilities.

Develops and maintains effective partnerships with businesses, agencies, industries, faculty, and staff in the identification of training needs, including conducting quantitative and qualitative training needs assessments. Makes recommendations as appropriate for the development and/or sunset of credit technical programs.

Collaborates with K-12 system, particularly secondary institutions, to create dual enrollment career pathways.

Oversees partnership/articulation agreements/MOU's regarding academic and career/technical education programs with K-12, universities and other colleges. Provides oversight for data collection and related reports.

ASSISTANT VICE PRESIDENT, WORKFORCE EDUCATION

Provides oversight for all tasks related to the preparation/submission of the annual Perkin's Grant.

Supervises and directs FSW's Career Connection Center staff, programs, and activities across all FSW service locations.

Provides oversight for FSW's Office of Corporate and Community Education.

Researches and prepares occupational forecasting, workforce demands and trends, special studies, and surveys. Prepares required "on-time" reports for various internal and external requests. Reviews and revises reports and documents for accuracy.

Develops short-term and long-range goals, objectives, priorities, and recommendations in support of the College's strategic plan. Prepares for and participates in faculty and staff meetings and committees.

Monitors and analyzes funding opportunities for credit/certificate career/technical programs to make strategic, informed decisions regarding proposal development efforts and make recommendations to College leadership.

Guides professional development in workforce related arena.

Develops, maintains, interprets, and executes administrative procedures and practices.

Responds to complex inquiries from all levels of employees or external sources regarding a variety of questions, such as clarification of College or Campus policy and procedures. Prepares and submits on time, all required state and federal reports relating to workforce education programming.

Advises faculty in the development of course and program curriculum, program and course reviews and articulation activities.

Performs other job-related 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.

Eight (8) years of related experience, to include administrative, curriculum development and strong community relations experience.

ASSISTANT VICE PRESIDENT, WORKFORCE EDUCATION

Direct experience working with Certificate Programs, Industry Certifications, Career Placement, and AS Degrees.

Experience in grant administration.

Ability to make lively and effective presentations.

Program budget experience; demonstrated ability to accurately manage a budget.

Demonstrated ability to interact in a positive manner with diverse populations and varying education levels of students, faculty, staff, and the public.

Demonstrated ability to effectively communicate verbally and in writing on a regular basis with internal and external customers, build relationships, manage customer expectations and take responsibility for a high level of service.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

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.
- Make presentations in front of various group sizes.
- 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.
- 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.

ASSISTANT VICE PRESIDENT, WORKFORCE EDUCATION

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: January 4, 2024.