

Director, Workforce Development
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250577>

Downloaded On: Dec. 19, 2024 3:48am

Posted Dec. 18, 2024, set to expire Nov. 29, 2025

Job Title	Director, Workforce Development
Department	Human Resources
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Human Resources
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Job Description	

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Director, Workforce Development

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Director, Workforce Development

Job Description Summary:

To direct, plan, implement and evaluate all Workforce Education initiatives, including both open enrollment and corporate education programs, for the Continuing Education (CE) division, as well as provide strategic planning and analysis for program development and implementation across the CE division.

Job Description:

Description of Duties and Tasks

1) Direct, plan, implement and evaluate all CE Workforce Education partnerships, programs, projects, initiatives and other activities including: management of all area staff; direct and manage the procurement and use of program and project equipment and other capital assets; direct and manage program and project invoicing and payment functions; direct and manage the administration of program and project contracts, grants, and other related financial activity; direct and manage the development

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and administration of program and project budgets; and, direct and manage the development and implementation of strategic plans for workforce education initiatives.

- 2) Supervise, train, coach, direct, coordinate, and discipline personnel while adhering to organizational human resource policies and procedures as well as related employment laws.
- 3) Direct and manage the administration of Workforce Education area payroll functions.
- 4) Develop, write, and implement operational policies, procedures, and practices for the Workforce Education area, as well as assist in the development and implementation of such policies and procedures for the Continuing Education division.
- 5) Direct and manage the administration of Workforce Education area curriculum as outlined in the Guidelines for Programs in Workforce Education, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other accreditation agencies.
- 6) Direct and manage reporting on Workforce Education programs and projects, including financial and student enrollment trends, partnership development, and other relevant reporting.
- 7) Assist with student and staff complaints and complaint resolution.
- 8) Assist with development and implementation of digital and print marketing communications initiatives for the CE division.
- 9) Conduct presentations to corporate and community partners, to internal Austin Community College (ACC) stakeholders, and to other local, state and national stakeholders.
- 10) Participate in various internal and external CE activities and events.
- 11) Conduct strategic planning activities for the CE department.
- 12) Conduct research and analysis of CE programs and processes and make recommendations on their improvement.
- 13) Assist with the development of new CE programs and the acquisition of appropriate College or College-partner instructional space.
- 14) Direct, initiate and manage special projects and assignments as necessary for the CE division.
- 15) Assist with CE division goal development and execution, CE program development and implementation, as well as other CE division organizational issues, policies, practices, procedures, and standards as needed.
- 16) Serve on internal and external committees and boards as required. Representing CE Dean at meetings.

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17) Assist CE Dean with special projects.

Knowledge

- Understanding of the community college philosophy and mission.
- Principles and practices of management, strategic planning, finance, payroll, purchasing, budgeting, marketing and other relevant business areas.
- Supervisory principles, practices, and methods.
- State and federal laws and regulations pertaining to contracts, grants and other financial and program activity.

Skills

- Maintain an established work schedule, including some evenings and weekends.
- Effectively use organizational and planning skills, including attention to detail and follow-through.
- Create, plan, and implement marketing ideas and media.
- Establish and maintain effective working relationships, as well as work in a collaborative manner with individuals and groups within ACC and within the community.
- Ability to plan, prioritize, and problem-solve.
- Demonstrated expertise in related work field.
- Ability to meet deadlines and handle multiple projects.
- Entrepreneurial vision, abilities, and activities.
- Effectively use interpersonal, verbal and written communications skills, including developing and delivering effective presentations.
- Maintain and manage accurate records, payrolls, and budgets.
- Maintaining confidentiality of work-related information and materials.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

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- Three years related work experience including one year supervisory experience. Education cannot be substituted for supervisory experience.

Preferred Work Experience

- Three years supervisory experience, including additional workforce industry experience.

Required Education

- Bachelor's degree.

Preferred Education

- Master's degree.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

Salary



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\$75,560 - \$94,449

Number of Openings:

1

Job Posting Close Date:

January 18, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Northridge-Campus/Director--Workforce-Development_R-7090

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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