

Interim Director, Institute for Workforce Development
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257640>

Downloaded On: Jun. 6, 2025 1:41pm

Posted Jun. 3, 2025, set to expire Jun. 16, 2025

Job Title Interim Director, Institute for Workforce Development
Department Educational Services
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Jun. 3, 2025

Application Deadline 06/16/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Interim Director, Institute for Workforce Development

Rancho Santiago Community College District

Salary Range: Grade H: \$119,849.49 - \$160,617.63

Job Type: Full Time

Job Number: CL25-01173

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Location: Santa Ana, CA

Division: DO Educational Services

Closing: 6/16/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

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The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

Position Overview

Under general direction is responsible for the operations, program/resource development, and promotion of the Institute for Workforce Development. Manages the staff and programs in accordance to applicable guidelines and in cooperative and collaborative community-based environment.

Organizational Relationship

This class reports to the designated administrator/supervisor.

Representative Duties

1. Develops and implements contract education business plans and models designed to generate resources to support sustainability and growth.
2. Plans, develops, organizes, implements, and manages high quality fee-based and/or grant funded workforce development programs.
3. Researches and secures additional resources such as grants or other funding.
4. Maintains close working relationship with funding agencies.
5. Works with Division Deans to coordinate contract education offerings.
6. Establishes liaisons with business and industry organizations, community and regional groups, and other educational institutions.
7. Promotes and markets workforce development fee-based and Contract Education programs through traditional and on-line marketing and outreach and public presentations to targeted

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groups to generate qualified leads.

8. Conducts sales calls and generates proposals that lead to closing sales.
9. Recruits, orients, and schedules independent contractors, professional experts and presenters who provide assessment, training and consulting services to businesses and agencies.
10. Directs the work and assignments of professional staff and administrative program support personnel who provide assessment, customized training and consulting services to businesses.
11. Conducts research and surveys to determine current program effectiveness and future needs and analyzes business and industry trends to identify key workforce needs.
12. Prepares reports and plans to share with the college community.
13. Prepares and administers annual budgets for assigned programs.
14. Manages program budget and record-keeping system.
15. Maintains records and prepares reports to funding agencies and the district administration.
16. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department.
17. Performs other related duties as required to achieve district or program objectives and activities, and to meet grant/contract conditions and obligations.

QUALIFICATIONS

Education and Experience

Bachelor's degree or equivalent training and experience in business or a related field, AND a minimum of five years of related experience in business development, contract training, grants/cooperative agreements/performance-based contracts, management and administration of programs for businesses in a community college setting.

Knowledge and Abilities

Thorough Knowledge of:

1. Strategic planning to attain sales and marketing objectives.
2. Training methodologies, training delivery, particularly in workplace environments.
3. Curriculum development.
4. Basic skills.
5. Language and technical skills assessment.
6. Sales and marketing principles and practices.
- 7.

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Principles of economic development, and business organizations.

Ability to:

1. Successfully manage a highly visible community-based program.
2. Manage demanding priorities.
3. Effectively manage and supervise program resources and personnel.
4. Assure of accurate and complete records.
5. Develop effective working relationships both within the District and in the community.
6. Operate effectively within a highly regulated work environment.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

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Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

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The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4952479/interim-director-institute-for-workforce-development>

Contact Information

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

Contact

Educational Services
Rancho Santiago Community College District

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