

Senior Advisor for Workforce Development, Strategic
Partnerships and Generative AI
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=257715>

Downloaded On: Jun. 7, 2025 5:29am

Posted Jun. 4, 2025, set to expire Jun. 12, 2025

Job Title	Senior Advisor for Workforce Development, Strategic Partnerships and Generative AI
Department	Administrative
Institution	Cabrillo College Aptos, California
Date Posted	Jun. 4, 2025
Application Deadline	06/12/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Counseling Services Administration - Student Affairs Administration - Other
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Job Description

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Senior Advisor for Workforce Development, Strategic Partnerships and Generative AI
Cabrillo College

Salary: \$139,336.00 - \$196,059.00 Annually

Job Type:

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Full-time (100%)

Job Number: 2025-02008

Closing: 6/12/2025 11:59 PM Pacific

Location: Online/Remote within California ONLY, CA

Department: Bay Area Community College Consortium/Instruction

Employment Opportunity

This opportunity is a two-year assignment, during which the selected individual will be assigned to the Chancellor's Office for the duration of the term.

Cabrillo College is seeking a **Senior Advisor to the Chancellor for Workforce Development, Strategic Partnerships and Generative Artificial Intelligence** who serves as a strategic leader within the California Community College system, supporting the implementation of workforce development initiatives, economic mobility strategies, and cross-sector collaborations aligned with the **Vision 2030** goals. This role involves high-level strategic advisement, policy advocacy, and fostering partnerships across educational institutions, workforce agencies, and industry sectors.

This position, via Cabrillo California Community College District, reports directly to the **California Community Colleges Chancellor** and works closely with the **Vice Chancellor for Workforce and Economic Development**.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

COMPENSATION AND BENEFITS:

Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from **\$139,336 to \$196,059 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending external funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

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Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 19 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

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Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Strategic Advisement & Vision Alignment

- Lead the implementation of workforce development strategies aligned with **Vision 2030**.
- Provide expert guidance to the Chancellor on issues related to workforce development, regional economic priorities, and equitable access to education.
- Develop data-driven strategies that ensure initiatives adhere to equity principles in access, success, and support.

Partnership Development & Collaboration

- Establish and maintain partnerships with state-level organizations such as the Governor's Office, Department of Labor, and Department of Social Services.
- Foster collaboration with K12 County Offices of Education, Regional Occupational Programs/Services, and K16 educational pathways.
- Engage with workforce boards, trade associations, chambers of commerce, and organized labor to align education programs with industry needs.

Policy Advocacy & Development

- Advocate for policies supporting equitable workforce development and educational reform.
- Facilitate communication between colleges and legislative entities to influence workforce-related policy development.
- Incorporate feedback from local leadership and regional data analyses into statewide policy recommendations.

Innovation & Future of Learning

- Lead initiatives that integrate emerging technologies (AI, digital learning, etc.) into workforce development programs.
- Collaborate with institutional equity leaders to ensure new teaching strategies promote

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accessibility and inclusion.

Resource Development & Allocation

- Identify and secure funding opportunities to support statewide workforce development initiatives.
- Manage resource allocation in collaboration with relevant boards and community-based organizations.

Research & Trend Analysis

- Monitor workforce trends and technological developments across sectors.
- Conduct and oversee research that informs strategic planning and workforce alignment.

OTHER DUTIES

- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- A **Master's Degree** in Higher Education Administration or a closely related field is required, **AND**
- At least ten (10) years of leadership experience in higher education, workforce development, and strategic partnerships.
- Experience collaborating with government agencies, industry stakeholders, and higher education systems.
- Experience in developing and supporting cross-institutional and cross-system partnerships.

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of:

Workforce Development Systems and Policies:

- Principles, policies, and practices of workforce development, economic mobility, and career technical education (CTE) across K-12, community colleges, and higher education systems.
- Statewide and federal workforce development legislation, including the Workforce Innovation and Opportunity Act (WIOA) and relevant sections of the California Education Code.
- Regional economic development strategies and their alignment with the **Vision 2030** goals of the California Community Colleges Chancellor's Office (CCCCO).
- Key sectors such as **healthcare, climate action, STEM, and education** to expand access and create pathways for historically underrepresented populations.

Strategic Policy Development and Implementation:

- Legislative processes affecting higher education and workforce development in California.
- Methods of policy advocacy and influence with governmental entities, legislative committees, and workforce boards.
- Strategic planning frameworks, particularly in public education systems, including program development, budgeting, and cross-sectoral collaboration.

Educational Pathways and Intersegmental Collaboration:

- Structures, objectives, and barriers related to **K-12, K-14, and K-16** pathway programs.
- Strategies for linking educational pathways between middle schools, high schools, postsecondary institutions, and the workforce.
- Techniques for fostering cross-sectoral partnerships among educational institutions, community organizations, and industry partners.

Organizational Leadership and Management:

- Organizational leadership principles applicable to large, multi-layered institutions such as community college systems.
- Project management methodologies and best practices, including tools for data analysis, reporting, and change management.
- Best practices for interdepartmental collaboration and institutional transformation initiatives.

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Diversity, Equity, Inclusion, and Access (DEIA):

- Principles and practices of promoting equity, diversity, and inclusion across workforce development initiatives.
- Strategies to close equity gaps in access to high-wage career pathways for historically marginalized communities.

Artificial Intelligence and Digital Innovation in Education:

- Emerging AI technologies and their applications in higher education, particularly generative AI and its implications for teaching, learning, and workforce development
- Ethical considerations, potential risks, and benefits of AI integration in educational systems
- Strategies for optimizing educational technologies, both existing and emergent, to improve student experiences and outcomes
- Approaches to modernizing system technology infrastructure to support online education delivery and faculty development.

Research, Data, and Evaluation Methods:

- Methods for collecting and analyzing workforce and educational data to inform decision-making and policy recommendations.
- Data-driven evaluation practices, including the use of labor market information (LMI) to assess regional economic trends and sector-specific workforce demands.
- Use of educational technology systems and data platforms (e.g., NOVA, Launch Board) for monitoring grant performance and reporting.

Skills and Abilities to:

Strategic Leadership and Vision Implementation:

- Lead the development and execution of statewide workforce development strategies aligned with **Vision 2030**.
- Build consensus among diverse stakeholders, including policymakers, educators, business leaders, and community representatives.

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- Develop and implement long-term strategic plans, ensuring alignment with regional economic priorities and equity goals.

Partnership Development and Relationship Management:

- Establish, maintain, and strengthen strategic partnerships with public, private, and nonprofit organizations to foster workforce alignment and educational equity.
- Coordinate interagency collaboration with governmental agencies such as the Governor's Office, Department of Labor, and Department of Social Services.
- Serve as a liaison between the Chancellor's Office and external partners, ensuring that workforce development programs remain responsive to industry and community needs.

Policy Development and Advocacy:

- Analyze emerging legislative trends and translate findings into actionable policy recommendations.
- Develop policy proposals aimed at enhancing workforce development opportunities for underrepresented groups.
- Engage with legislative committees, workforce boards, and higher education stakeholders to advocate for equitable funding and resource allocation.

Data-Driven Decision-Making:

- Use labor market data and educational performance indicators to guide policy development, program implementation, and resource allocation.
- Develop evidence-based reports and presentations for executive leadership, policymakers, and other stakeholders.
- Implement data-driven strategies to monitor and evaluate program success, focusing on continuous improvement and equity outcomes.

Project Management and Operational Oversight:

- Oversee the management of cross-sectoral programs and projects, ensuring timely execution and alignment with strategic objectives.
- Manage multiple concurrent initiatives while maintaining high-quality standards and meeting

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critical deadlines.

- Apply project management tools to track progress, resolve obstacles, and achieve measurable outcomes.

Communication and Public Engagement:

- Develop and deliver clear, persuasive communications (written and verbal) tailored to a wide range of audiences, including policymakers, educators, and the public.
- Facilitate high-level meetings, focus groups, and workshops to promote collaboration across educational and workforce systems.
- Represent the Chancellor's Office at conferences, public forums, and high-profile stakeholder engagements.

Equity-Focused Program Development:

- Design and implement initiatives that promote inclusive access to high-wage, high-skill employment pathways.
- Lead efforts to close educational achievement gaps and increase participation of underrepresented communities in workforce development programs.
- Integrate diversity, equity, inclusion, and access (DEIA) principles into all aspects of program design and implementation.

Problem-Solving and Critical Thinking:

- Analyze complex policy issues, identify innovative solutions, and develop actionable strategies.
- Mediate conflicts and facilitate consensus-building among diverse groups with competing interests.
- Utilize systems thinking to address institutional challenges across multiple levels of governance and partnership.
- Would you like any specific examples added to illustrate how these skills and knowledge areas apply in real-world scenarios?

AI and Digital Transformation Leadership:

- Lead initiatives that analyze the impact of generative AI technology on teaching and learning

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practices across the community college system

- Develop and implement strategies that leverage AI to provide students with real-time, customized education planning, transcript sharing, and adaptive learning opportunities
- Collaborate with faculty, technology partners, and stakeholders to collect and share effective practices for AI adoption in educational settings
- Guide the development of policy frameworks that ensure equitable access to technological innovations while addressing concerns about privacy, bias, and digital divides.

Innovation and Future-Focused Planning:

- Identify opportunities to implement AI-powered solutions that eliminate administrative barriers for students and streamline institutional processes
- Design demonstration projects that showcase the effective use of technology in expanding educational access for underserved populations
- Facilitate conversations about the appropriate use of AI tools in assessment, curriculum development, and student support services
- Promote professional development initiatives that prepare faculty and staff to thrive in rapidly evolving technological environments.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the College's vehicle insurance program.

Additional Information

APPLICATION PROCESS

Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). *Foreign transcripts must be evaluated for U.S. equivalency* and any costs are at the applicant's expense - [click here](#) for more information

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Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Official Transcripts

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee.* Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical

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conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4949597/senior-advisor-for-workforce-development-strategic-partnerships-and-generative-a>

jeid-16f07dced284ff45b900294a18f811ce

Contact Information

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

Contact

Administrative
Cabrillo College

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