



*Job Posting*  
**Dean of Workforce and Economic Development**

**Date Posted:** January 9, 2020  
**Posting End Date:** Until Filled

Cisco College is accepting applications for the Dean of Workforce and Economic Development. The position will be based at the Abilene Educational Center of Cisco College in Abilene, Texas. The position requires a bachelor's degree and three year's work experience in a related field. The position will involve working with both the Cisco and Abilene business communities to build both credit and non-credit training programs. Grants and work with various agencies will be used to fund various projects. Knowledge of the Texas Higher Education Board policies along with the Workforce Commission will be valuable. The position is a full-time, 12-month position with benefits. Resume packages will be received until the position is filled. Resume packages are received via mail, fax, and email, but email is preferred.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

***Please note:** A complete resume package must include a cover letter, completed **and signed** Cisco College Application (available on the "Employment" Page of our website at [www.cisco.edu](http://www.cisco.edu)), resume or CV, Philosophy of Education, and unofficial copy of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

**Please submit your resume package to:**

Shelli Garrett  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)  
**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Job Description

**Job Title:** Dean of Workforce and Economic Development  
**Reports to:** Chief Academic Officer/Provost  
**Last Updated:** November 13, 2017  
**Job Classification:** Professional III

### Job Summary

Responsible for consulting with the college President and Provost in identifying opportunities for development relationships leading to achievement of the college's workforce education and economic development goals. Offers the unique opportunity to create training needs for this geographic area. Innovative program building will be essential. Will visit business and industry in both city and rural areas. Will represent the college as a member of state, community, corporate and civic organizations. Will be an advocate for the workplace of the future.

### Primary Duties

- Assists the development, planning, coordination, and implementation of a strategy that will result in assuring that communities view the college as a community partner.
- Develops and maintains strong ties with state and federal agencies, local organizations, industries and community leaders to promote services of the college (THECB, TWC, Economic Development Agencies, Chambers of Commerce and others deemed relevant).
- Serves on various community committees, state and local boards as a college representative to ensure the college as input for area workforce and economic development.
- Manages and coordinates the development of educational and economic development initiatives by collaborating with local and state agencies to promote college expansion strategies.
- Develops workforce program proposals and grants, negotiates contracts, Memorandum of Understanding, and agreements with college clients to develop and implement program initiatives and partnerships; facilitates the processing of grant applications with federal, state and local agencies.
- Responsible for the development, oversight, management, assessment and evaluation of credit and non-credit educational programs and services within area of delegated responsibility according to the college's institutional effectiveness plan.
- Responsible for the accuracy of all financial reports including reporting of expenditures and services provided within the federal and state audit guidelines associated with the funding of programs within the areas of designated responsibility.

### Other Duties

- Serves on college committees.
- Responsible for coordinating proposals of new credit and non-credit programs and revisions of programs with state agencies (THECB, TWC, SACS) within the area of delegated responsibility.
- Prepares, recommends and administers the budget for divisions within the area of responsibility and remains informed on sources of income, especially federal, state, and local aid to support the divisions.
- Ensures that all personnel standards including certification of credit and non-credit faculty are met.

- Develops and manages special credit and non-credit projects.
- Performs other duties as assigned.

### **Qualifications**

- ✓ Bachelor's Degree in a related field, Master's degree preferred
- ✓ Three (3) years of experience related to the duties and responsibilities specified.
- ✓ Excellent communication skills, interpersonal, written and verbal.
- ✓ Excellent computer skills.
- ✓ Ability to work with others in a team approach to problem solving.
- ✓ Appreciation of the college environment.
- ✓ Open to change.

### **Physical Demands and Work Environment**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.