

Cisco College

Job Description

Job Title: Dean of Workforce and Economic Development
Reports to: Provost and Vice President for Instruction
Created: June 21, 2017
Last Updated: September 8, 2021
Job Classification: Professional III

Job Summary

The Dean of Workforce and Economic Development provides visionary, results-oriented leadership in delivering quality educational opportunities for lifelong learners and custom training for businesses, industry, and area companies. The Dean is 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. The position requires innovative program development in support of the workforce in the region. In addition, the Dean represents the college as a member of state, community, corporate and civic organizations. The Dean provides leadership for the development, implementation, and evaluation of programs and training in response to the needs of the community.

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 partnerships with business and industry leaders to provide workforce development and training.
- Travels to and develops partnerships with businesses in rural communities across the college's service region.
- Develops and implements the department's institutional effectiveness plans in support of the college's Strategic Plans and Mission.
- 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.