

Position: **Dean of Workforce Development**

Qualifications: The following are the minimum qualifications for this position:

- Master's degree from a regionally accredited university required
- Teaching experience in an educational setting required; teaching experience in public education strongly preferred
- Experience in a community college setting preferred
- Experience as a trainer required; experience in the manufacturing environment strongly preferred
- Curriculum design and development experience required
- Eight (8) years of directly related experience required
- Experience in marketing of instructional services required
- Supervisory experience required
- Job analysis experience strongly preferred
- Knowledge and experience in Work Keys preferred
- Grant development and/or management experience preferred
- Ability to represent the College with external groups
- Experience speaking effectively before both large and small groups required
- Demonstrated experience developing and working with external contacts required
- Strong problem resolution skills
- Strong interpersonal skills and work ethic
- Ability to maintain confidentiality
- Effective oral and written communication skills; proficient in the English language
- Proficient use of the Microsoft Office suite.
- Should be comfortable using a web browser (i.e., Internet Explorer)

Duties & Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

1. Develop relationships with business and industry in the Chattahoochee Valley, developing an understanding of their training needs.
2. Build credit and noncredit programming that provides needed skill sets for local business and industry.
3. Promote the College in the business community.
4. Work collaboratively with local economic developers.
5. Provide local leadership for the Alabama Career Readiness Certificate initiative.
6. Provide leadership for Work Keys both on and off campus.
7. Work with high schools to develop dual enrollment opportunities in career/technical fields.
8. Manage and control the Workforce Development budget.
9. Responsible for the recruitment, employment and training of departmental personnel.
10. Conduct effective evaluation procedures to measure stated objectives against actual compliance.
11. Perform other duties as assigned.

Salary: Salary level will be determined by educational attainment and years of directly applicable experience according to the State Board of Education **Salary Schedule B**. This is a full-time twelve-month position, with a salary range from \$82,494 to \$113,926.

Anticipated Begin Date: As negotiated.

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Application Procedure:

To be considered for an interview, the applicant must **submit all of the following**:

- Letter of Application
- Current Resume
- One-page personal Statement of Philosophy regarding the mission of the community college and specifically the role of workforce and economic development
- A completed CVCC Employment Application form
- Verification of Employment Letters on original college/organizational letterhead indicating position title(s) and dates (month/year) of full-time employment during the past ten (10) years and/or the years indicated on page 2 of the employment application
- Three (3) original, signed Letters of Recommendation from professional references
- Copies of transcripts (unofficial or official) from all colleges from which degrees have been granted. Degree(s) must be posted on transcripts.

To secure an employment application go to www.cv.edu. Send complete application packet to the Recruitment and Selection Committee, c/o Human Resources, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869.

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Unofficial transcripts are acceptable for application; however, official transcripts must be received by the College prior to a contract being extended to the successful candidate.

Application Deadline:

Application materials **must be received** in the Human Resources Office **no later than 5:00 p.m. EDT Wednesday, November 7, 2007**, to ensure full consideration.

Interview Process:

The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews which may consist of the following activities: question/answer session, written assignment, and computer skills tests. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

Additional Information:

The College reserves the right to fill the position within one year of the stated anticipated starting date. The College reserves the right to withdraw this job announcement at any time prior to the awarding. The College will not incur the cost of applicants' interview expenses.

Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment opportunity. Chattahoochee Valley Community College will make reasonable accommodations for qualified disabled applicants or employees. Chattahoochee Valley Community College is an Equal Opportunity Employer.