



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Vice President Workforce Development
POSITION NO.	501589
LOCATION	Warwick
REPORTS TO	President
GRADE	CPE 18
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional staff and managers
LIMITATION (if applicable)	N/A
REVISION DATE	November 2022

JOB SUMMARY:

The Associate Vice President of Workforce Development leads workforce development efforts at the Community College of Rhode Island, including customized training in business & industry; workforce development programs, small business/entrepreneurial programs, adult education, transportation programs, and career services. The Associate Vice President works with the President and senior leadership team to determine the vision, strategy, short and long-range goals, operating budgets, capital plans, and effective governance policies. The Associate Vice President is responsible for marketing, enrollment, budget, data management and analysis, and assisting in the design and development of new programs.

DUTIES AND RESPONSIBILITIES:

- Aligns workforce and training programs with academic, industry, and public sector needs.
- Plays a key role in developing effective partnerships with businesses and industries in the identification of training needs, including conducting quantitative and qualitative training needs assessments, and developing customized workforce solutions.
- Provides leadership in the course and programmatic design, instructional delivery, and assessment activities, conducting research and analysis to evaluate the viability of new and existing non-credit programs.
- Provides overall leadership for the workforce training work of CCRI. Such duties include: supervising, leading, and coaching the workforce training, adult education, and transportation education teams and providing progress reports to CCRI's President and Senior Leadership Team, on which the Associate Vice President serves.
- Provides management oversight of all noncredit curriculum planning, program development and implementation, and program review, supervision, and leadership to staff.
- Provides leadership in strategic planning for the division, budget development, and the creation and assessment of institutional effectiveness measures in all assigned areas.
- Helps identify and secure appropriate institutional resources to support the professional development of Workforce Partnerships faculty and staff.
- Serves as the institutional liaison to a variety of economic and workforce training agencies, employer partner organizations, and other states, local, and university committees as appropriate.
- Responsible for area alignment with college strategic initiatives and facilitates the preparation of short- and long-term plans in support of college mission, vision, and goals.
- Oversees the development of marketing strategies and outreach processes leading to enrollment and programmatic recognition and growth.
- Ensures division compliance with applicable federal, state, and local regulations, accrediting commissions, licensing requirements, administrative regulations, and Board policies as appropriate.
- Performs all other related duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in business, economics, public administration, or other related degrees.
- Five (5) years of mid- to senior-level supervisory management and budgeting experience in workforce development programs.
- Background in workforce development and training, needs assessment, grant development, and grants administration.
- Practical involvement in developing and implementing a variety of credit, noncredit and short-term credit programs.
- Commitment to collaborating with faculty on creating and implementing credit and noncredit blended course designs.
- Excellent interpersonal skills and a personal commitment to equity.
- Strong communication, written, and oral skills as well as experience presenting information and summary reports internally and to the public.
- Proficiency in Microsoft Office applications (Excel, Word, etc.)
- Experience working in a collaborative manner with diverse constituencies.

PREFERRED QUALIFICATIONS:

- Demonstrated tactical experience along with the ability to think and act strategically with demonstrated success in managerial and leadership roles.
- Demonstrated experience in effectively promoting workforce development programs to the community.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.