



**COMMUNITY COLLEGE  
OF RHODE ISLAND**

**Division of Institutional Equity and Human Resources**

**POSITION DESCRIPTION**

<b>TITLE</b>	VP Workforce Partnerships
<b>POSITION NO.</b>	501589
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	President
<b>GRADE</b>	BOE 25
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional staff and managers
<b>LIMITATION (if applicable)</b>	N/A
<b>REVISION DATE</b>	November 2022

**JOB SUMMARY:**

The Vice President of Workforce Partnerships leads Workforce Development efforts at the Community College of Rhode Island, including: customized training in business & industry; healthcare, nonprofit and government sectors; workforce development programs, professional/career training programs and small business/entrepreneurial development programs. The Vice President works with the President and senior leadership team to determine vision, strategy short- and long-range goals, operating budgets, capital plans and effective governance policies. The Vice President is responsible for marketing, enrollment budget data management and analysis, and assisting in the design and development of new programs. The Vice President works closely with staff to achieve the goals of the division in accordance with the mission, core values, and purposes of the college.

**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 development of customized workforce solutions
- Provides leadership in course and programmatic design, instructional delivery and assessment activities, conducting research and analysis to evaluate viability of new and existing non-credit programs,
- Advises business and industry partner's, agencies community organizations on grant options to support prospective and incumbent workforce skills improvement
- Provides overall leadership for the workforce training work of CCRI. Such duties include supervising, leading and coaching the workforce training team and providing progress reports to CCRI's President and Senior Leadership Team, on which the Vice President for Workforce Training 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 professional development of workforce development faculty and staff.
- Serves as the institutional liaison to a variety of economic and workforce training agencies, employer partner organizations, and other 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 end programmatic recognition and growth,
- Responsible for communicating with the Grants Committee in regards to grants proposals
- Ensures division compliance with applicable federal, state, and local regulations, accrediting commissions, licensing requirements, and with administrative regulations and Board policies as appropriate.
- Performs all other related duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computer, typewriter, telephone, fax machine, copiers and calculators.

**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 degree
- 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 leave appointment and grants administration.
- Demonstrated tactical experience along with the ability to think and act strategically with demonstrated success in managerial and leadership roles
- Practical involvement in developing and implementing a variety of credit noncredit and short-term credit programs
- Demonstrated experience in effectively promoting workforce development programs to the community.
- 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 skills written and oral, and 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:**

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