

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT - WORKFORCE DEVELOPMENT AND INNOVATION

PAY GRADE: A-4

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To provide leadership and management for the workforce development and innovation function of the college, including career readiness and employer/industry engagement college-wide. To provide leadership and administrative oversight for the college's career and professional programs in health sciences, business, technology, public service, and teacher education, certificate, associate degree programs, baccalaureate degree programs, and the college's corporate college.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Doctorate from a regionally accredited university is required.
2. Years of experience in the field: Six years of experience in progressively responsible positions in education, including teaching experience and two or more years as a supervisor are required. Experience with both general education and workforce programs preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of comprehensive instructional services and programs for community colleges to promote student learning. Understanding of the college mission, goals, and objectives of workforce education programs. Knowledge of community needs relating to workforce education and economic development. Knowledge of state regulations pertaining to educational programs and, in particular, those offered at community colleges. Knowledge of federal and state regulatory laws and accreditation standards. Working knowledge of effective management techniques, with evidence of sound management and supervisory skills. Program leadership skills.

PREREQUISITES FOR POSITION (Qualification Standards):Special skills or abilities related to the position (continued):

Proven leadership skills with superior project management and networking skills with a strong ability to guide people and work in a collaborative environment. Experience building coalitions and partnerships to move programs forward. Ability to establish and maintain effective working relationships with the community and employees of the college. Ability to assess instructional programs and recommend improvements as needed. Proficiency in communications skills. Ability to handle complex and sensitive assignments.

ESSENTIAL JOB FUNCTIONS:

1. Provide leadership in long-range planning and implementation and evaluation of policies and procedures relating to all workforce development programs and services of the college.
2. Collaborate with the vice president of Academic Affairs to recommend policies and procedures that will improve the effectiveness of the instructional programs.
3. Provide leadership to ensure all students develop career awareness and readiness.
4. Work to develop pathways, programs, and partnerships that support the continuous learning of the local workforce.
5. Resolve student problems related to academic complaints, appeals, waivers, etc. by working closely with the department chairs and the vice presidents of Academic Affairs and Student Affairs.
6. Plan, direct, supervise, and evaluate the work of assigned staff.
7. Work with representatives from K-12, employers, industry associations, and workforce development organizations to build awareness of and ensure the relevancy of college programs, and to build strategic partnerships supporting the college's role in workforce and economic development.
8. Assist in the development, approval, and implementation of grant applications supporting workforce development and monitoring.
9. Develop, administer, and monitor the operating budget for health sciences, business, technology, public service, teacher education, and the college's corporate college
10. Due to the scope of responsibility of this position and the need for the college to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the President.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 20

SUPERVISOR OF POSITION: COLLEGE PRESIDENT