

Director of Community Outreach & Workforce Development

Department: Academic Affairs

Job Status: Full Time

FLSA Status: Exempt

Reports To: Vice President of Academic Affairs

Grade/Level: N/A

Amount of Travel Required: Travel Required

Work Schedule:

Positions Supervised:

Director of Community Outreach & Workforce Development

POSITION SUMMARY

The focus of the Director of Community Outreach & Workforce Development is to develop community continuing education and workforce training opportunities that increase awareness and support for the College's programs and services. A primary role for this position is to establish and maintain relationships with government agencies, non-profits, area employers and educational institutions to address the mission of a comprehensive community college. The position will also provide academic support to the Vice President of Academic Affairs.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions: Community Outreach

- Oversee all aspects of Community Outreach/Personal Enrichment non-credit courses (scheduling, hiring, marketing, evaluation, invoicing etc.).
- Oversee all aspects of Senior Classes, Elderhostel programs, or topics that interest senior citizens (scheduling, hiring, marketing, evaluation, invoicing, etc.)
- Oversee all aspects of Youth Classes held during the academic year and camps held in the summer (scheduling, hiring, marketing, evaluation, ordering equipment, collecting fees, etc.)

Essential Functions: Workforce

- Develop workforce training opportunities. Contract and develop customized training. Manage hiring, marketing, course material, registration, payroll, blue slips, etc., as required.
- Provide opportunities for teachers to earn recertification credits through summer classes and a conference during MEA days each October and throughout the year. Provide similar continuing education opportunities for professionals in other disciplines.
- Manage the CNA program in conjunction with Nursing Department (supervise instruction, verify course content, and coordinate with the Montana Department of Health and Human Services).
- Coordinate the programs/services with Colstrip Power Grant (including CDL trainings, etc.)
- Coordinate the outreach and programming with Ag Advancement Center and Advance Technologies, Drones, Solar/Wind Energy development.
- Perform other duties as assigned by the Vice President of Academic Affairs.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

SKILLS & ABILITIES

Education: Bachelor's Degree required in related fields, Master's Degree preferred

Experience:

Five years related experience to community outreach and workforce training. Higher education administrative and supervisory experience preferred. Demonstrated experience with preparation and management of budgets. Proven strategic and long-range planning and research skills. Must have an understanding, commitment to, and ability to articulate the role of the community college. Ability to communicate effectively orally and in writing, including public speaking and creating complex proposals and presentations. Ability to interpret and analyze pertinent educational laws, legislation, policies, regulations and procedures to determine impact on the College and to formulate compliance and reporting strategies.

Computer Skills

Proficient computer skills to include data mining and management, presentation and marketing software, Microsoft Office software and specialty student data management software. Banner experience preferred.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.