



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Vice President of Workforce Development
REPORTS TO: President
SALARY: Commensurate with education and experience

JOB SUMMARY: The Vice President of Workforce Development 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.

ESSENTIAL 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 partners, 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,

Knight Campus

employer partner organizations, and other state, 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.
- 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.

MINIMUM 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 development, 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:

- Master's degree in business, economics, public administration or other related degree.

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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