



# BISHOP STATE COMMUNITY COLLEGE

## Position Announcement

**Posted Date:** November 15, 2018

**Closing Date:** November 28, 2018

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**Position:** Dean of Workforce and Economic Development

### Minimum Requirements:

- Bachelor Degree from a regionally accredited institution.
- A minimum of five (5) years' full-time Workforce or Economic Development experience.
- A minimum of five (5) years' experience working with industry and/or community organizations.

### Preferred Qualifications:

- Hold certifications or credentials tied to Workforce and Economic Development entities.
- Experience in developing business and industry training programs.
- Thorough understanding of the preparation of budgets and financial statements.
- Previous grant writing, coordination and administration experience.
- Experience in working with educational institutions and programs.
- Experience in establishing and maintaining effective working relationships.
- Experience collecting, analyzing and reporting complex data.
- Experience in establishing and maintaining effective working relationships

**Campus:** Main

### Required Knowledge, Skills, and Abilities:

- Demonstrated ability to develop and deliver effective computer assisted presentations before large audiences.
- Demonstrated results working with industry and delivering results related to workforce technical training needs.
- Demonstrated use of effective organizational and planning skills with attention to detail and follow through.

### Major Duties and Responsibilities:

- Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, councils, boards, and other entities to design and implement regionally-focused strategic workforce initiatives.
- Develop partnerships and coordinate with external agencies to develop opportunities for students that expand the workforce; ensure positive relationships are built and maintained.
- Communicate and network with leaders in the private and public sectors to promote Bishop State Community College and determine needs for training and workforce development services; linking and aligning Career Technical Education instructional programs with local and regional employers.
- Collaborate with local and state agencies, and the Alabama Community College System Office Staff to determine the current demand for training and credentialing needs for the key workforce cluster areas of Region 7/Southwest Alabama.
- Market, develop, and conduct outreach to promote educational programs to assist with training and re-training workers, including specialized contract education programs.
- Assist in the development and planning of instructional programs that expand high skilled training opportunities for our workforce.
- Effectively market the College and its educational services to the business and industry community.
- Assist with the economic development efforts in the College's service area, including being actively involved in the recruitment process for new business and industry.
- Recruit workforce development instructional staff and make recommendations for hiring.
- Responsible for all reports, data, and statistics as they relate to other Workforce Development programs.
- Willingness and ability to work a flexible schedule that may involve travel, as appropriate, with some evening and weekend work required.
- Participate in the coordination of Advisory Committee meetings in conjunction with the Dean of Career Technical Education to provide College insight and support for new and innovative initiatives and to ensure that current curriculum meets industry needs.
- Participate in pertinent local, state, regional, and national organizations.
- Maintain an established, result oriented work schedule.

- Work independently to develop and execute plans.
- Represent the College at community functions.
- Support and implement the mission of the College.
- Maintain appropriate records and files related to workforce development.
- Develop a marketing and recruiting plan for workforce training programs.
- Assist in the development, publication, and enforcement of policies established by the College.
- Serve on appropriate College Committees.
- Ensure compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements.
- Other duties as assigned by the President.

**Salary:** Compensation is in accordance with the Alabama Community College System's Salary Schedule: **B (\$87,939-\$121,445)**

**Application Procedure:**

Position announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to [humanresources@bishop.edu](mailto:humanresources@bishop.edu). Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.

**A completed application packet consists of:**

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)
- *Verification of Work Experience* form for directly related work experience from current and/or previous employers (form included as last page of application) **and/or** letters from current and/or previous employers verifying directly related work experience (letters must include employment dates, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

**Application Deadline:**

A complete application packet must be received in the Office of Human Resources no later than **Wednesday, November 28, 2018 at 5:00p.m.** In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.