



POSITION DESCRIPTION

TITLE: Associate Vice President Workforce & Continuing Education
FLSA STATUS: Exempt
CATEGORY: Administrative
GRADE: F

JOB SUMMARY: Assist the Vice President of Instruction and Workforce Education with management and leadership aspects of designated areas within the Instruction and Workforce Education Division of the College. Responsible for the planning, management and evaluation of the Workforce and Continuing Education programs and initiatives in support of the accomplishment of the District's Mission, Vision, Core Values and the continuation of the District's accreditation status.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Provide leadership and oversight for the Division, which includes the Advanced Technology Center, Small Business Development Center, Contract Opportunities Center, Customized Training, and Workforce Development Compliance Office.	35%
2. Ensure compliance of state and federal employment laws and college policies and procedures. Facilitate the resolution of faculty or staff issues. Review and approve Faculty Assignment Action Forms (FAAF), Personnel Action Records (PAR) for Division and forward exceptions to Vice President of Instruction and Workforce Education.	15%
3. Represent the College through external working relationships and work with College administration to address issues that impact the College and the El Paso community. Advance the role of the College in local and statewide development by facilitating and collaborating in projects and programs connecting with external partners.	10%
4. Develop and maintain an effective enrollment and revenue tracking system to assure the productive performance of the programs and departmental units.	5%
5. Assist the Vice President of Instruction and Workforce Education in developing, recommending, and implementing short and long range strategic operational and instructional plans and related policies and procedures. Participate as a member of the President's Cabinet and Administrative Team.	5%
6. Plan, develop and administer annual budgets for the Division.	5%
7. Manage special projects as assigned by the Vice President of Instruction and Workforce Education requiring research and grant proposal development; assist in data collection, analysis, and reporting.	5%

- | | |
|--|----|
| 8. Provide leadership in the identification of new programs and the writing of new program proposals; and support the ongoing program review process. | 5% |
| 9. Coordinate contract training and consulting services with business, industry and government. | 5% |
| 10. Responsible for personnel management activities of assigned staff; including recommendation for employment, promotion, supervision, performance evaluation and guidance and support concerning professional development. | 5% |
| 11. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned Administrators and staff.

BUDGET RESPONSIBILITIES: Division Budgets.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Master's Degree in a directly related field is required.

EXPERIENCE: Seven (7) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:**
 - Comprehensive knowledge of community college administration;
 - Knowledge of Workforce and Continuing Education procedures, policies, and mandates;
 - Knowledge of Texas and Federal laws and regulations related to education in general and community colleges specifically;
 - Ability to manage a multitude of ongoing processes where accuracy, timeliness, and appropriate analyses and conclusions are essential;
 - Ability to use logic, experience and knowledge to evaluate information and problem situations;
 - Remain current with educational trends, issues and challenges for community colleges;
 - Excellent communication, written and verbal, and interpersonal skills;
 - Skill in effective leadership, team and consensus building, and diplomacy in higher education setting;
 - Experience developing and executing budgets;
 - Experience with accrediting agencies and accreditation process;
 - Experience making public presentations.
2. **Equipment Used:** Personal computer, fax telephone, copier, and other equipment associated with a general office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail and presentation software.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee is frequently required to walk and sit. The employee is occasionally required to stand, reach with hands and arms, talk or hear and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and the ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Associate Vice President Workforce & Continuing Education
------------------------	---

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature **Date**