

DIRECTOR OF WORKFORCE DEVELOPMENT
(Corporate and Community Services)

Under the direction of the Division Dean of Corporate and Community Services, the Director of Workforce Development shall:

1. Assist the Division Dean in all functions of student and alumni employment services both internal and external to the institution.
2. Coordinate with the Career Center and Admissions Office to provide workshops and seminars that are offered to enhance student employability and job search skills.
3. Coordinate with the Financial Aid Office all College work-study employment opportunities for students.
4. Assist the Division Dean in the development, delivery, and administration of employee training and workforce development programs.
5. Assist the Division Dean in marketing efforts directed at area employers to increase awareness of College programs/services and promote employee training activity for the College.
6. Seek job opportunities in all careers for full and part-time students, and alumni, and maintain an employment referral/tracking system for same.
7. Provide classroom instruction for select non-credit programs through the Lifelong Learning schedule or contracted training sessions, as directed by the Division Dean.
8. Serve as the College representative at those functions designed to promote access to the office of Workforce Development.
9. Serve as liaison and promote cooperation with appropriate public and private agencies which may impact Workforce Development.
10. Work cooperatively with the Director of Lifelong Learning and the Director of Whitman Center in developing courses, workshops, seminars, and conferences to meet the needs of area residents and employers.
11. Prepare divisional/institutional reports as requested.
12. Serve as the evening administrator for the College when classes are in session, as directed by the Division Dean.
13. Perform other duties as may be assigned by the Division Dean.