

DIRECTOR OF OUTREACH AND WORKFORCE DEVELOPMENT – NORTHERN SERVICE AREA

Reports to: Dean of Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary Range: \$35,000-\$45,000

Revised April 2023

This position reports to the Dean of Outreach and Workforce Development and has responsibility for assisting with the administration and supervision of out-district outreach and workforce development activities of the college. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Establish solid networks within the secondary schools in the northern service area;
2. Develop course offerings necessary to meet the needs of the northern service area secondary students;
3. Advise students as appropriate;
4. Grow enrollment for the college by seeking new markets;
5. Arrange for applicable adjunct faculty, evaluate qualifications, create adjunct contracts, and conduct adjunct evaluations;
6. Assist with operation of the outreach and workforce development department, including program review;
7. Supervise programs as appropriate in the northern service areas, in coordination with the Dean of Outreach and Workforce Development.
8. Supervise the Technical Education Recruiter.
9. Institute and expand programs of community service in the service area (lifetime learning, Kids' College, etc.);
10. Assist in the development of promotional material and advertising to be used in effective promotion of outreach and workforce development programs;
11. Be the primary "face of the college" to the northern service area and beyond. Actively represent NCCC and participate in area high schools, at community events, and with local economic development and workforce development initiatives.
12. Assist the Dean in seeking grant opportunities to expand existing programs or add new programs in coordination with the NCCC mission statement.
13. Assist the Dean in representing the community college in an official capacity in local, state, regional, or national associations, or agencies, which are directly, related to outreach and workforce development;
14. Participate in civic, recreational, and social activities of the community; and
15. Perform other duties as assigned by the Dean of Outreach and Workforce Development.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal and writing skills
2. Ability to lead a team of professionals effectively.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to work effectively with diverse populations.
5. High level of organizational and coordinating skills.
6. Ability to establish rapport with students and staff.
7. Ability to exercise sound judgment.
8. Willingness and ability to work as a member of a team.
9. Must possess a service mentality toward students, parents, faculty and other staff members.

Education and Experience

1. Bachelor's Degree required.
2. Master's Degree preferred.
3. Experience in curriculum development, preferably with knowledge of the technical program approval process in Kansas.
4. 3+ years of experience in administration, preferably at a community college.
5. Knowledge of grants and grant writing preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Occasional evening hours required.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.
5. Travel Required. Reliable transportation required.

Application:

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and employment application to: Human Resources Director, Director of Outreach and Workforce Development – Northern Service Area, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers. Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Background and Motor Vehicle/Driving Record Checks

“All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.”

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>