Vice President for Continuing Education and Workforce Development

**Position Summary:**

This senior leadership position provides vision and leadership for all Continuing Education and selected Credit degree programs and is responsible for the oversight of team operations, Lifelong Learning programs, Adult Basic Education, GED, and ESL programs, Workforce Development Programs, the Mid Atlantic Center for Emergency Management, and the Monroe Center. This position leads the CEWD Team in identifying and securing entrepreneurial opportunities as a member of the President’s Senior Leadership Team (SLT), President’s Cabinet, and as the President’s designee for related workforce/business/economic development activities. As a member of the SLT, this Vice President collaborates with other senior leaders to support the strategic priorities of the College.

**Essential Duties and Responsibilities:**

The following are the functions essential to performing this job:

1. In partnership with the community, faculty, and staff, create a shared vision for innovation and excellence in teaching and learning.
2. Provide oversight to ensure the quality and effectiveness of new and existing curricula.
3. Collaborate with the Provost/Vice President for Academic Affairs to ensure maximum opportunities for students to participate in vibrant and relevant instructional programs.
4. Provide leadership for program review and the assessment of student learning to ensure decisions are assessed for impact upon the students, the improvement of learning, and the efficient use of public resources.
5. Supervise, evaluate, and facilitate teamwork among the CEWD Executive Directors.
6. Maintain a strong presence with state and regional accreditation bodies, e.g., Maryland Higher Education Commission and Middle States Commission on Higher Education, to ensure FCC compliance and the highest quality in teaching, learning, and accountability.
7. Create and sustain effective and productive relationships between the College and community businesses, nonprofit groups, associations, Frederick County Public Schools, and Maryland universities and colleges to advance the College mission.
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8. Establish, manage, and support productive relationships between the College and workforce partners, including the Workforce Development Board and Frederick County Workforce Services.

9. Lead the development of the CEWD Team plan, related annual strategic priorities, and College strategic plan.

10. Pursue strategic partnerships, creative funding, and grant opportunities that enhance student learning, faculty and staff development, and support of College programs.

11. Support the professional development and growth of adjunct faculty and staff reporting to the CEWD Team of the College.

12. Manage the CEWD Team budget and lead a quality, consistent process of budget and resource development.

13. Monitor and coordinate monthly Board of Trustees agenda items specific to CEWD plans and functional areas.

14. Attend monthly Board of Trustees meetings and other meetings as assigned.

15. Ensure compliance with College policies, procedures, and the Employee Handbook.

16. Annually review and update all CEWD policies and procedures.

Required Minimum Qualifications:

1. Master’s Degree
2. Five years experience in supervision of personnel
3. Five years experience in workforce development or continuing education areas

Desired Qualifications:

1. Understanding of current trends/issues in higher education related to workforce development, continuing education, and academic career programs
2. Experience with apprenticeship programs
3. Experience in labor market analysis and industry growth projections at the local, regional, state, and national levels
4. Experience representing an institution in collaboration with business/industry, governmental, and community representatives
5. Experience in organizational leadership and project management
6. Experience in the development of student-centered teaching and learning strategies
7. Ability to communicate effectively (orally and in writing) to external and internal constituencies
8. Demonstrated ability to work effectively with a culturally diverse workforce and student population
9. Five years experience in budget management

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.