



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 3/28/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Workforce Development
Status: Full-Time, 35 hours per week
Grade: 13
Union Affiliation: PSA@ RIC (Professional Staff Association)
Reports To: Associate Vice President for Professional Studies and Continuing Education (AVP PSCE)

PRIMARY PURPOSE:

Direct and administer workforce development (WD) and professional development (PD) training programs for adult students and incumbent workers. Primary duties include overseeing the development and implementation of market-responsive WD training and PD programs; hiring, supervising and supporting staff; and working with partners to support the success of every student.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide direction, leadership and day-to-day management of educational activities that promote the development and provision of programs to meet student and employer needs and advance RIC's mission and the state's workforce development goals.
- Utilize a data-driven, evidence-based approach to establish departmental standards and goals that align with those of the college; develop and implement policies and procedures to carry them out.
- Under direction of the AVP PSCE, and in collaboration with employer and other partners, develop and implement innovative programs that increase the reach, visibility and success of PSCE and those who utilize its services, including non-native English speakers.
- Collaborate with college and divisional staff to assess and improve student recruiting and onboarding practices to best meet the needs of a diverse adult student and incumbent worker audience. Ensure that staff are trained in and utilize student-supportive processes and systems that are informed by ongoing student, staff and partner feedback and assessments.
- Recruit, hire, train, and motivate staff and instructors; review, implement and administer effective student and program record keeping utilizing the college's Management Information Systems (MIS) processes combined with essential office records; oversee and ensure positive, productive relationships with prospective and enrolled students, employers, and other key stakeholders.
- Supervise staff individually and collectively, conducting regularly scheduled individual meetings and monthly TQM staff meetings. Oversee scheduling of classes and activities with program coordinators; visit classrooms, review instructional objectives and learning materials; and support the planning, evaluation, and improvement of curricula and teaching techniques for adults and incumbent workers in need of career and professional development.
- Oversee a continually expanding, robust array of innovative academic and non-academic student support services that are holistic, coordinated and remove barriers that stand in the way of student success.

- Oversee and manage an effective program assisting adult students in securing satisfactory job placement. Ensure that adult students are counseled regarding their education, career and personal development and provided with appropriate referrals. Conduct job placement follow-up activities by checking each student's job performance through ongoing communications with employer partners.
- Support the growth of PSCE's partner and funding network by representing the division and the college to a wide array of audiences. Be a strong advocate for adult learners and incumbent workforce development. Encourage, promote and recommend the advantages of Limited-English job training and placement plans to administration, faculty, students, employers, community organizations and the public.
- Identify and expand PSCE's network of workplaces and employment opportunities for students. Solicit jobs ranging from entry level to training programs in business, industry, government and service agencies depending upon needs and qualifications of students.
- Possess and continue to develop strong knowledge and understanding of state, national and local data on employment and market trends, emerging industries and future labor projections.
- Utilize current data to advocate for, and inform, all areas of operations including new programming, departmental growth and projections, and funding decisions. Data will also inform interactions with partner businesses and industry to assess current needs, build new programs and partnerships, and develop placement opportunities.
- Read current RFP's and write and submit grant proposals for additional program funding. Attend grant-related organizational, client-centered provider meetings, and financial meetings with funding sources. Support development and preparation of reports and materials required by funding sources.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the AVP PSCE.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in an appropriate field.

Experience:

- A minimum of three years of related experience.
- Varied employment experience in business and within an academic setting.

Skills, Knowledge and Abilities:

- Demonstrated ability to supervise and support a diverse full and part-time staff.
- Knowledge of, and extensive practice in, developing and sustaining new and continued programming that is responsive to market, student and employer needs.
- Proven experience in relating with and supporting diverse students in areas of academic and career growth, job placement and career planning.
- Demonstrated experience in grant-supported program administration, budgeting and fiscal

management, including identifying and securing new funding partners and sources.

- Proven ability to collaborate and partner with a wide variety of internal and external audiences. These include, but are not limited to, faculty and counselors, employers across a wide range of industries, state and non-profit agencies, and funders.
- Enthusiasm and willingness to advocate for the provision of a robust array of adult education and support services that further individual growth and meet the changing needs of the state's workforce.
- Ability to prioritize and respond to multiple changing demands, while overseeing a productive and supportive work and learning environment.

PREFERRED:

Bilingual in English / Spanish (fluent in reading and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.