

**DIRECTOR OF WORKFORCE TRAINING AND CONTINUING EDUCATION -
CORPORATE TRAINING
Job Description**

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 14
REPORT TO: VICE PRESIDENT OF INSTRUCTION
REVIEW DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for the administration and advancement of customized education and training programs for the corporate environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops high-visibility networks in the community by attending business events, association and community meetings. Develops strategic partnerships on behalf of Corporate Training and the College.
- Works with the grants office to write, deliver and administer training grants through the Texas Workforce Commission.
- Responsible for profit and loss for corporate training area. Develops budget for Corporate Training as well as benchmark financial ratios. Manage budget and produce effective and timely financial reports.
- Manages the human resources of Corporate Training by providing effective leadership and performance evaluation feedback. Supports and encourages professional development opportunities.
- Develops a Corporate Training strategic plan and executes an annual operational plan that drives performance.
- Coordinates with Corporate Training faculty and ETO&L to develop: (a) appropriate student learning outcomes for training programs and (b) student-centered pedagogies that acknowledge different learning styles.
- Uses course and trainer evaluations that provide the opportunity for continuous improvement in educational outcomes.
- Responsible for all aspects of business development and account management in Corporate Training.
- Coordinates with Marketing and Communications in the development and execution of a marketing plan that supports Corporate Training budget goals.
- Develops, implements and improves registration and accounts payable processes for Corporate Training.
- Interacts with Divisional Deans and Workforce Training to share programming innovations and faculty.

**DIRECTOR OF WORKFORCE TRAINING AND CONTINUING EDUCATION -
CORPORATE TRAINING
Job Description**

- Responsible for the maintenance of any dedicated Corporate Training facilities and for the identification of new locations to serve corporate needs.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Serves on committees as appropriate and as appointed by supervisor.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrate superior interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrate organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Strong presentation skills.
- Demonstrate problem solving and communication skills, both oral and writing; proven ability to define problems, collect data, establish facts, draw valid conclusions and effectively present information to administration as well as internal and external groups.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to inspire and motivate individuals to perform at their highest level.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

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CORPORATE TRAINING
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- Ability to work effectively in a team environment with a customer service focus.
- Ability to perform and excel in a high-tech all-digital environment.
- Ability to handle sensitive and extensive confidential data.
- Possess an entrepreneurial mindset with an eagerness to create new and topical programs.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree in a related field from an accredited college or university.
- Minimum of five (5) years successful work in corporate training, either in a college or business setting, with supervisory experience.
- Experience in building partnerships with internal and external constituents in a diverse community.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in a related field from an accredited college or university.
- Experience with:
 - Preparation and managing of skills development grants through the Texas Workforce Commission;
 - Developing comprehensive grant proposals, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports; and
 - Designing and executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and organizational policy.

CERTIFICATES AND LICENSURES

None required.

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PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
 - Public Job Posting
 - Internal Job Posting
 - Job Board
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Job Fair
 - Other
2. Do you have a bachelor's degree in a related field from an accredited college or university?
 - Yes
 - No
3. Do you have a minimum of five (5) years successful work in corporate training, either in a college or business setting, with supervisory experience?
 - Yes
 - No
4. Do you have experience in building partnerships with internal and external constituents in a diverse community?
 - Yes
 - No
5. Do you have a master's degree in a related field from an accredited college or university?
 - Yes
 - No
6. Do you have experience with the preparation and managing of skills development grants through the Texas Workforce Commission?
 - Yes
 - No
7. Do you have experience with developing comprehensive grant proposals, budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports?
 - Yes
 - No
8. Do you have experience with designing and executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and organizational policy?
 - Yes
 - No