

# Job Description

Position Title: Assistant Vice Chancellor of Workforce Development and Lifelong Learning

Job Family: Executive Administration

Job Type: Deputy Administrator

FLSA Status: Exempt

Salary Grade: 11

## Position Summary:

The Assistant Vice Chancellor of Workforce Development and Lifelong Learning provides leadership and oversight for cross-college employer and community engagement, lifelong learning programming, solutions, and strategic growth. This position develops and implements strategy and provides oversight for Division Departments.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides leadership, oversight, and strategic planning for the Workforce Development and Lifelong Learning Division which includes the following departments: Employer Engagement and Career Services, Lifelong Learning, Business Development and Engagement, Public Safety and Emergency Services academic disciplines/programs, and Transportation and Logistics academic disciplines/programs.
2. Provides oversight and management for the division's resources and budgets consisting of multiple general, designated, and grant funds.
3. Leads development of data-informed and learner-centered decisions and innovations across the college to ensure accessible models for new majority learners, providing the community with opportunity and supports to achieve their career goals.
4. Oversees employee hiring, corrective action, disciplinary, and termination recommendations as necessary. Assigns projects and objectives and conducts performance evaluations. Supports division members in leadership growth and professional development.
5. Leads college-wide projects and participates in a variety of work groups.
6. Oversees college wide continuing education and noncredit strategy and implementation to include the noncredit registration system, web interface, and catalog.
7. In partnership with the Vice Chancellor of Workforce Development and Innovation, provides leadership and oversight for college-wide engagement with business and industry to include managing, designing, and implementing cross-college collaborative training and education solutions.
8. Provides leadership and oversight for college-wide career services activities, connecting learners to careers and employers, including work-based learning, apprenticeship, and employment.
9. Oversees Pima for Youth strategy, growth, and college-wide programming.

10. In collaboration with multiple college departments, provides leadership and oversight to programming in multiple prison systems, both under contract and through the Prison Education Program.
11. Collaborates on the development, implementation, interpretation, and maintenance of policies and procedures for the division, ensuring compliance with accreditation standards; federal, state, and local laws, and Higher Learning Commission policies.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Deputy Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in a related field.
- Ten (10) years of related experience required.
- Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required