Position Description

The Director of Workforce Development is responsible for the administration of comprehensive training programs for public and private sector employers, community education, and public service. The Director will enhance visibility and promote workforce and economic development within the WCC service region. The Director will develop and administer specialized non-credit course offerings and programs, seminars, workshops, and other activities to support workforce development, continuing education, and community education.

Job Responsibilities

- Select, supervise, assign, and evaluate adjunct faculty for non-credit programming;
- Serve as institutional liaison and build partnerships with local business, industry, workforce development boards, chambers of commerce, and other appropriate community organizations in the service area;
- Conduct workforce development research analysis, including identification of training needs of employers, designing training to meet the identified needs, and marketing training for business, industry, and agencies;
- Recruit students and faculty for non-credit training;
- Supervise and manage full-time and part-time employees;
- Oversee implementation of the Workforce Enterprise System (WES);
- Collect data and report for WCC and Virginia Community College System;
- Develop and manage the strategic plan for workforce development;
- Prepare and administer the workforce training budget;
- Attend regional, state-wide, and national meetings to maintain professional growth;
- Maintain currency in and enforce college policies and procedures as well as state regulations related to areas of responsibility; and
- Coordinate the administration of Career Readiness Certificate assessments on and off campus.
Required Qualifications

- Experience in delivering and developing training and establishing relationships with employers;
- Demonstrated organizational, marketing, and communication skills to include strong computer skills; and
- Master’s Degree Required.

Preferred Qualifications

- Experience in manufacturing, management, or economic development; and
- Candidate’s bachelor degree preferred in disciplines of management, marketing, communication, business, or industrial engineering.

This position is a twelve month administrative faculty position and will report directly to the President of Wytheville Community College. Rank and salary are dependent upon qualifications.

Application Process

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at https://virginiajobs.peopleadmin.com. Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts along with the application submittal. Only complete application documentation will be considered; partial submissions will not be considered. If there are multiple transcripts, combine all transcripts into one file before uploading. Application documents will be received until the position is filled; however an initial review of the applicant pool will occur on August 3, 2015.

Persons with disabilities requiring assistance should contact 276 223 4700.

The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to HR@wcc.vccs.edu.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.