



Position Title: Executive Director, Workforce Education & Partnerships
Reports To: Vice Provost of Education
Department: Workforce Development
Prepared By/Date: Donna French/07-01-2011
Approved By/Date: Dr. Pamela Menke/07-12-2011
Revised:

Job Code: 0606-00E
Job Group: PEC
Salary Grade: 20
FLSA Status: Exempt

Summary:

Provides leadership and direction for professional programs and corporate relationships beneficial to the College and South Florida, including creating productive relationships with local regional, national and international boards and organizations and with leaders of foreign governments, businesses, non-governmental organizations.

Essential Duties and Responsibilities:

- Promotes the College's professional programs locally, regionally, nationally, and internationally through an information dissemination campaign
- Forms productive partnerships that establish MDC as an international model of workforce development and economic growth
- Represents MDC on boards and at local, regional, state, national, and international meetings, conferences and workshops
- Serves on the ALC, the State Occupational Deans Committee, and as a resource for the MDC School Directors' Council
- Works in close collaboration with the School Directors, the Director, International Education, the Associate Provost, Academic Affairs, Campus Presidents, and Provosts
- Supervises the Director, Career and Technical Programs
- Provides updates to the College's Executive Leadership and the District board of Trustees
- Prioritizes workforce grants and programs
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrates leadership and creative accomplishments
- Strong collegial and interpersonal skills and ability to communicate effectively internally and externally
- Knowledge of current and future workforce employment needs and workforce funding streams, focusing on local and regional information, but including national and international information
- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs; international corporate and educational structures
- Knowledge of goals, objectives, structure, and operations of major U.S and international education institutions businesses, governments, and non-governmental organizations
- Strong decision-making and problem solving skills
- Knowledge of international cultures and partnerships
- Effective management and interpersonal skills while engaging in a variety of constituencies (multi-cultural/multi-ethnic, international) in effect project design and implementation
- Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program operations
- Ability to speak effectively to employees, faculty, staff and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

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.

Requires physical stamina and disposition to withstand substantial travel.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Business, Education or related discipline and seven (7) years of administrative experience demonstrating leadership and creative accomplishment in professional programs/ grants, international economic development or related field; substantial experience in international living

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name