



Job Classification Description

Director of the Division of Continuing Education & Workforce Development
Vermont Technical College **Grade 18**
NON-BARGAINING UNIT **EXEMPT**

BASIC FUNCTION

To plan, administer, coordinate and supervise the VTC Continuing Education and Workforce Development initiatives, including Apprenticeship, Professional Development, Business and Industry programs, and non-traditional credit and non-credit offerings.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate all of the specific programs, services and functions of the continuing education and workforce development division to include all operating policies and procedures. Develop and modify programs, services and operating systems in accordance with institutional objectives and resources, as well as constituent needs and preferences.
- Exercise full supervisory authority over six to eight administrative employees, as well as part-time faculty and temporary personnel. Plan and conduct staff meetings and training programs. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.
- Negotiate and administer business and education programs and contracts for VTC, the VSC, and Vermont Corporate College.
- Plan, request, and administer the division's operating budget(s), including management of grant funds and revenues generated through continuing education programs. Negotiate and administer contracts with instructors, vendors, and businesses.
- Perform a variety of key planning tasks, typically involving general curriculum development efforts; design, evaluation and refinement of individual courses, workshops and seminars, scheduling and other arrangements for delivery of credit and non-credit programs; development of division operating policy and procedures; design of marketing strategies and plans; researching and pursuing new programs, markets, and project funding sources; writing grant proposals.
- Recruit and evaluate part-time faculty and instructors for on- and off-campus credit and non-credit courses, workshops, and seminars.

- Confer regularly with the Executive Director of Strategic College Operations to plan, coordinate, and evaluate programs/activities, exchange information, investigate and resolve problems, and the like. Serve on College committees as appropriate.
- Perform a wide range of liaison functions with state and federal government agencies, community organizations, business and industry representatives, consultants, and others.
- Plan and administer appropriate records systems for all division programs.
- Keep abreast of new developments in the field of continuing education and workforce development. Participate in appropriate professional organizations.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

Direction is received from the Executive Director of Strategic College Operations.

SUPERVISION EXERCISED

Administrative and functional supervision of six to eight employees and part-time faculty.

MINIMUM QUALIFICATIONS

Master degree in education or other appropriate discipline, with doctorate desirable, plus eight to ten years of relevant experience in adult education, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based knowledge of adult education, program development and higher education organization.
- Relevant experience dealing with business/industry personnel and government agencies.
- Strong curriculum development skills.
- Excellent planning, administrative, organizational, supervisory, and budget management skills.
- Ability to deal effectively with a wide range of College personnel and students, as well as outside consultants, businesses, and government agencies, requiring leadership, coordinating public relations, public presentation, training, and negotiating skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification.