



Internal Posting Only

Director of Business and Industry Services

(12 month, tenure track)

Position Purpose

The Community College system offers two-year liberal arts degree programs and a broad range of career, occupational and technical certificate and non-credit programs in order to meet the varied learning needs of the populations served. Among those programs are continuing education courses in subject areas that assist employers in improving the skills and abilities of their workforce members.

At a Community College, the position directs and performs the development, design and administration of educational programs that assist employers in training and educating their workforce members in the skills and abilities needed for useful job performance.

Supervisory and Other Relationships

The Director of Business and Industry Services typically works under the direction of a Dean or other administrator. The position may supervise or oversee the work of Program Coordinators, adjunct faculty or administrative support staff.

The Director has extensive relationships with business and industry managers and other public officials, as well as with College faculty, administration, staff and students. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Major Accountabilities

The Director of Business and Industry Services is accountable for the development and administration of educational programs beneficial to the workforce skills and abilities of business and industry in the College's service area through effective performance in these essential functional areas:

- Research and analysis of continuing education needs of business and industry in the College's service area;
- Development of continuing education programs responsive to the needs of business and industry in the College's service area;
- Directing the delivery of continuing education services to business and industry;
- Reviewing and evaluating program effectiveness and initiating needed corrective action.

Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. *Research and analysis:* The Director of Business and Industry Services is accountable for researching and analyzing the continuing education needs of business and industry in the College's service area.

B. Program development: The Director of Business and Industry Services is accountable for designing and developing continuing education programs which meet the educational and training needs of the business and industry communities served by the College within the realm of appropriateness and capabilities of the College.

C. Program Administration: The Director of Business and Industry Services is accountable for the effective operation of the College's continuing education programs for business and industry.

D. Review and evaluation of program quality: The Director of Business and Industry Services is accountable for the long-term quality of the College's business and industry continuing education programs.

Professional Participation and Development

In addition to the accountabilities listed above, the Director of Business and Industry Services is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is expected to maintain currency in the position's required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Marketing, business development, public relations or a related field;
- Academic administration;
- Familiarity with curriculum development and adult learning;
- Information technology literacy skills;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include:

- A Masters degree in an appropriately relevant field;
- Two to five years of experience applying those disciplines in a field related to adult education administration or business;
- Or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

SALARY LEVEL: \$68,419 annually, CCP19

APPLICATION DEADLINE: February 19, 2019

APPLICATION PROCEDURE:

E-mail a completed Community College Application -found at <http://qvcc.edu/human-resources/employment-opportunities/> a current résumé, cover letter, and unofficial transcript(s) to:

Stephanie Wilcox, Human Resources Assistant - swilcox@qvcc.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, pmartland@qvcc.edu , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239