

# **PERALTA COMMUNITY COLLEGE DISTRICT**

## **CLASSIFIED MANAGEMENT JOB DESCRIPTION**

### **Associate Vice-Chancellor, Workforce Development and Continuing Education (WDCE) Management Salary Range 4**

#### **CLASS PURPOSE**

The Associate Vice-Chancellor, Workforce Development and Continuing Education reports directly to the Chancellor and is responsible for the day-to-day operations of the Program. Plans, implements and evaluates the activities of WDCE in cooperation with faculty, staff and administrators who work with the program. WDCE is a collaborative program working in partnership with all four colleges and the employees assigned to the Program. It has its own faculty, staff and administrators who complement the cast of Peralta talent.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

The Associate Vice Chancellor is responsible for the following:

#### **Supervision and Leadership**

- Supervising and coordinating programs, including program administration and guidance to office staff
- Training office staff, faculty, and their successors to perform functions in support of program academics and career development
- Communicating with deans and faculty to coordinate offerings to avoid duplication and competition.

#### **Course and Program Development**

- Leading the development of new programs or certificate programs that fit the mission of WDCE and Peralta Community College District with necessary resources to operate effectively
- Creating a one-year course offerings schedule and posting them on the WDCE website
- Revising courses, including adding new courses and deleting old ones to keep the offerings and the Program offerings up-to-date.
- Recommending policy, curriculum, and program changes
- Coordinating update of the program website, the student handbook, brochures and other marketing materials
- Assisting with accreditation and state-required reviews of programs

### **Recruiting and Admissions**

- Assisting with recruitment by providing timely responses to assistant program director, partnering organizations, faculty and administrators
- Coordinating marketing and recruiting for the WDCE programs
- Meeting each quarter to review program applications and financial support for prospective students
- Organizing support staff and faculty to participate in local and state travels where they can do recruiting and partnering with other organizations.
- Supervising and organizing applications (electronic), reviewing application files (these are to be electronic), making program admissions decisions, and communicating those decisions to applicants, students, and partnering organizations
- Providing advisement on programs for new students
- Organizing and holding orientations, chat discussions (Facebook, twitter) and open houses for new students during each fall semester on a regular basis.
- Obtaining and maintaining data base for inquiries and admissions to programs, such as number of applicants, number of participants, number of organizations, etc.
- Planning changes in the program to coincide with WDCE course scheduling, space allocation, and instructional coverage

### **Records and Maintenance**

- Maintaining students/participant records, ensuring that programs are formally completed
- Reviewing progress of WDCE students and coordinating procedures for those who meet milestones, including monitoring changes in student status each term
- Coordinating procedures as students approach completion –review student graduate audits regularly to ensure that students have met all requirements for certification.
- Constructing programs for WDCE students as soon as possible after the student enters the program per consultation with Program chairs and/or organizational partners
- Obtaining and maintaining data on the progress of WDCE students each term
- Following up on students who are not making good academic progress
- Following up on students who graduate for their job placement or college advancement.

### **Other Responsibilities**

- Serving as point of contact for special programs
- Preparing annual reports and effectiveness contracts for the program to the Program, college, university, including documenting the independent learning experiences of the students
- Coordinating internships, service-learning and/or job shadowing
- Conducting surveys of students, graduates, and/or partnering institutions as necessary to assess the quality of student learning and job placements

**Knowledge of:**

- State and federal reporting requirements for a community college district.
- Knowledge of the concepts and implementation of processes for institutional effectiveness measures in post-secondary education.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.

**Ability to:**

- Read, analyze, and interpret professional journals and governmental reports and regulations.
- Write comprehensive and concise reports, recommendations, and procedures.
- Communicate difficult and complex concepts clearly.
- Understand computer-related concepts.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare, present and interpret factual data and provide conclusions in written, graphic and oral form.
- Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of direct subordinates.
- Coordinate and schedule complex activities.
- Analyze situations accurately and adopt an effective course of action.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

**MINIMUM QUALIFICATIONS**

- Possession of a Master's Degree from an accredited college or university.
- One (1) year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Demonstrated knowledge of current higher education/community college issues and policy implications.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.

- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS**

- Possession of a Ph.D. or Ed.D. Degree from an accredited college or university is preferred.
- Higher education experience, preferably in a community college.
- Three (3) years of administrative experience as it relates to the position.

### **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

### **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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