

NORTH COUNTRY COMMUNITY COLLEGE
23 Santanoni Avenue
Saranac Lake, New York 12983

POSITION DESCRIPTION

Job Title: Coordinator of Workforce Development and Continuing Education
Job Status: Full-Time
Department: Academic Affairs
Supervisor: Vice President for Academic Affairs

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for a close academic and academic advising relationship with each student.

General Job Description:

The Coordinator of Workforce Development and Continuing Education oversees the College's formal workforce development activities. Their efforts are designed to have a positive impact on enrollment, both credit and non-credit. The individual is responsible for strengthening existing and developing new workforce partnerships, identifying workforce needs that can be served by the College, either through non-credit training and/or credit-bearing courses, working with college and community partners to develop those trainings/courses, oversee the staffing and delivery of the non-credit training and assess the operations. In addition, outreach and connections with the SUNY workforce community is expected to assist with positive relationships with business and industry and stay abreast of trends and changes.

The individual will be expected to work with the College and community workforce partners. On the college-side, that includes the Coordinator for Career and Technical Education Programs and Curriculum, as well as academic departments where workforce needs can be suitably addressed through the development of academic programming (degrees and certificates).

The position will require significant off-campus travel and interaction throughout the College's service area and beyond. It is a 221-day position.

Major Duties and Responsibilities:

1. Lead the College's efforts in assessing workforce development education and training needs, engaging workforce and college partners, developing workforce trainings/curricula, securing instructors, and delivering said trainings through a variety of modalities and settings.

2. Analyze, evaluate, and identify workforce needs with the greatest potential for success through these partnerships as well as through labor market and other data sources.
3. Work with employers to identify where academic pathways are of the greatest value to their employees and business, assisting and advising prospective students in enrolling.
4. Partner with academic departments to assess the need and feasibility of developing academic programming (i.e., courses, certificates, and/or programs) to meet identified workforce needs, where appropriate.
5. Develop and manage budgets related to workforce training/education initiatives, and collaborate with College counterparts in managing scheduling, enrollment, payments, tracking, reporting and assessment of non-credit programming.
6. Assist with the research, writing and coordination, and management of grant-funded workforce training opportunities, as needed.
7. Work with the Vice President for Academic Affairs and others to develop, implement and continuously refine an appropriate prior learning assessment policy, process and model.
8. Maintain a strong presence in the business and workforce community by serving as a College representative on community boards and other appropriate organizations to promote mutually beneficial initiatives aligned with the values of the College.
9. Contribute meaningfully to the Academic Affairs area, including attending and participating in departmental (and other) meetings and assessment activities (where appropriate).
10. Conduct oneself in a professional manner promoting good relations with college employees, students, parents, local community members, jurisdictional representatives, and visitors.
11. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
12. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
13. Perform other duties as assigned and agreed upon with the Vice President for Academic Affairs or the College President.

Principal Performance Requirements:

1. Lead the College's efforts in assessing workforce development education and training needs, engaging workforce and college partners, developing workforce trainings/curricula, securing instructors, and delivering said trainings.
2. Analyze, evaluate, and identify workforce needs with the greatest potential for success through such partnerships as well as labor market and other data sources.
3. Work with academic departments to assess the need and feasibility of developing academic programming (i.e., courses, certificates, and/or programs) to meet identified workforce needs, where appropriate.

4. Effectively work with diverse groups across the College community.
5. Possess and exercise strong written and verbal communications skills as well as strong interpersonal skills.

Qualifications for the Job:

1. **Education:** Master's Degree in adult education, workforce development, organizational development, higher education administration or related field is preferred.
2. **Experience:** A minimum of three (3) years of relevant administrative experience in education, training, or workforce development is preferred. Higher education experience is preferred as is a strong familiarity with community colleges and their mission. Higher education teaching experience is preferred.

Key Competencies:

1. Strong verbal and written communication skills.
2. Strong interpersonal skills.
3. Experience with needs assessment, program development, curriculum development, and development and management of budgets.
4. Instructional knowledge, skills, and abilities.
5. Attention to detail.
6. Responsiveness, timeliness, and professionalism.