POSITION ANNOUNCEMENT
February 5, 2016

POSITION: Dean of Technical Education and Workforce Development

REPORTS TO: College President

POSITION SUMMARY: Under the direction of the President of the College, the Dean of Technical Education and Workforce Development will manage the Campus Directors of the technical school and the Coordinator of Workforce Development. The Dean of Technical Education and Workforce Development will be responsible for seeking, writing, and overseeing all grants regarding Technical Education and Workforce Development.

QUALIFICATIONS:

• Master’s Degree from an accredited institution is required, an Earned Doctorate from an accredited institution is preferred;

• Three (3) years of full-time teaching experience at the post-secondary level preferred;

• Three (3) consecutive years of recent successful post-secondary administrative/supervisory experience preferred;

• Three (3) years of work experience in workforce development, economic development, industry training, or a closely related field preferred;

• Excellent skills in oral and written communication and problem solving;

• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students;

• Experience with technical education curriculum development and management, faculty supervision, academic and strategic planning, budget development and assessment of personnel and programs are required;

• Experience in determining business and industry training needs and developing curriculum/programs to meet those needs;

ESSENTIAL JOB FUNCTIONS:

• Serve as supervising dean for technical education and workforce development;

• Plan, develop, and implement innovative partnerships with business and industry in the community to foster a supportive economic development environment, including contract and community education;

• Ensure compliance with Southern Association of Colleges and Schools (SACS) accreditation requirements;

• Seek and implement grant opportunities;
Direct grants and resource development, management and reporting processes;
Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools and other entities;
Represent the College at public functions and/or in the community;
Provide administrative support and direction to campus directors of the technical school;
Coordinate Dual Enrollment programs with K-12 public schools within the College’s service area;
Work with campus directors of the technical school in preparation of the College catalog, class schedules and appropriate budgets;
Develop and manage budget and expenditures for the technical school;
Serve on craft committees, advisory boards and committees as appropriate;
Perform other duties as assigned by the President.

**SALARY:** Appropriate placement on State Salary Schedule B - $82,494 - $113,926

**APPLICATION PROCEDURE:** Vacancy Announcements and Employment Applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, or submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603. **Applications currently on file must be resubmitted for this position.** Delinquent, e-mailed, and unsigned application packets and or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
- Completed Bishop State Community College employment application (must be signed),
- Letter of interest with reference to the position announcement,
- Current resume,
- Transcripts (official required if hired), and
- Applicable amount of verification of work experience from current and/or previous employers (form included in application packet).

**APPLICATION DEADLINE:** A complete application packet must be received in the Office of Human Resources no later than Friday, February 26, 2016 at 5:00 p.m.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility
Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

**OTHER INFORMATION**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense.

The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation.

Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjective to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.