

DESERT COMMUNITY COLLEGE DISTRICT

Director, Career and Workforce Solutions Center (CWSC)

BASIC FUNCTION

Under the direction of the designated Dean, the Director is responsible for planning, managing, coordinating and evaluation of the Career and Workforce Solutions Center (CWSC) operations. The Director serves as a liaison with local businesses and organizations as well as internal college stakeholders.

REPRESENTATIVE DUTIES

1. Develop annual goals and objectives for the CWSC and participate in college planning and prioritization; participate in the setting of goals and priorities, and the continuous program improvement, regular planning, assessment, and program revisions.
2. Collaborate with CWSC faculty and staff for the development, organization and operation of the CWSC. Work for the improvement of the program through study, analysis and planning. Work with CWSC faculty and staff in the development and consistent implementation of CWSC resources and events for faculty and students.
3. Carry out the activities to increase the number of COD students placed in jobs; promote the development of community partnerships.
4. Review CWSC services for compliance with applicable state and federal law, regulations, and guidelines, compliance with VITEA and Doing What Matters funding guidelines, District policy and procedure, and responsiveness to the needs of the local community.
5. Support quality work experiences for students by assisting employers in the development of positions, which complement and enhance students' academic and professional goals.
6. Promote a positive work experience for students after job placement through follow-up activities with students and employers.
7. Train and supervise staff to input student and employer information into an electronic database / interface. Assist employers and students in accessing an electronic database.
8. Design, implement, and administer student recruitment programs for a diverse group of companies and organizations.
9. Provide leadership in promoting College of the Desert CTE programs within the community.
10. Provide leadership & support in coordinating projects including career fairs, on-campus recruiting events classroom presentations, receptions, etc.
11. Carry out the activities to improve the quality of CTE programs, including promoting CWSC services to internal constituent groups; work collaboratively across campus to integrate CWSC resources with other programs and services; and initiate, attend and preside at Career & Technical Education (CTE) advisory committee meetings.
12. Prepare, submit, and administer a timely and accurate department budget, program review, and program review updates. Recommend the purchase of supplies and equipment for the CWSC. Facilitate acquisition of new technologies.
13. Supervise and evaluate CWSC support staff, resolve conflicts, and facilitate consensus decision-making. Call meetings of CWSC staff as needed. Serve as a liaison between CWSC and the administration.

REPRESENTATIVE DUTIES (Continued)

14. Supervise the maintenance of the CWSC resource library.
15. Attend and participate in professional conferences and meetings and local business community events.
16. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; procedures for accreditation; curriculum development; teaching methods and techniques; current labor markets, and educational trends; diverse career pathways; regional industry trends and needs; and policies and procedures appropriate to the administration of career services programs within a community college setting; and implement and modify programming in response to changing community and student needs.

SKILLS AND ABILITIES

Ability to: exercise honesty, consistency, and sound judgment in the performance of duties; understanding of the mission and student population of California Community Colleges and the Coachella Valley; work in the interests of the college as a whole; productively in a shared governance setting; strong interpersonal skills to communicate effectively with diverse constituencies within and outside the District; possess an understanding and sensitivity of the diverse backgrounds of community college students; advise students with a diverse academic background; understanding of the intent and application of student learning outcomes; familiarity with requirements for prerequisites and course equivalencies; familiarity with new educational technologies; plan, organize, direct, administer, monitor, review, and evaluate programs and services ensuring compliance with state, regional, and/or national regulations and/or standards; communicate effectively both orally and in writing; and serve as an effective leadership team member

EDUCATION AND EXPERIENCE

1. Possession of a bachelor's degree from an accredited institution in a relevant discipline; and
2. Three year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
3. Demonstrated higher level critical thinking, problem solving, and analysis.
4. Valid driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.
5. Experience in Work Experience, Career Counseling, Student Services, or Career & Technical Education at the Community College or University level. Experience in customer service and/or marketing, is preferred.

WORKING CONDITIONS

Environment

1. Office environment.
2. Constant interruptions.
3. Driving a vehicle to conduct work as necessary.
4. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS:

Classified Supervisor
Leadership VII