

Southeastern Illinois College

Associate Dean of Workforce and Community Education

(Part-time position)

DIVISION: Community Education Department and WISBDC
LOCATION: Campus/WISBDC
REPORTS: Vice President for Academic Affairs
BOARD APPROVED: April 19, 2011/May 17, 2016

POSITION SUMMARY:

The Associate Dean of Workforce and Community Education will act as the Director of the WISBDC and Saline County Chamber Director, as well as be responsible for the overall administration, development, and maintenance of the college district-wide continuing education and community service programs, including the ABE/GED program. The Associate Dean will coordinate and expand community education, in particular valuable credit-bearing training and special custom training. Additionally, this person has direct administrative responsibility for all grants acquired and administered through the Community Education Department and the WISBDC. The Associate Dean will also serve as the Perkins Coordinator, and will be responsible for general administrative oversight and implementation of the Carl D. Perkins Grant. Flexibility in work hours is required to meet the responsibilities of the position. More specifically, the responsibilities of this position include, but are not limited to, the following:

ESSENTIAL RESPONSIBILITIES:

1. Create new continuing and community education courses and public service programs as needed to meet needs of the district, and prepare ICCB paperwork for course submission as needed.
2. Coordinate necessary advisory committees to strengthen College/community communications and provide continuous review of the department's programs.
3. Recruit, interview, and recommend new instructors to the Vice President for Academic Affairs for continuing/community education classes.
4. Prepare budgets for programs within the department.
5. Conduct community surveys as needed to determine changing programmatic needs for all age groups represented in the district, partnering with other entities of the College as needed.
6. Coordinate and supervise the Food Service, and Sanitation courses, and other classes as assigned, ensuring sufficient offerings are available to meet the needs of the district.
7. Coordinate and supervise College programs offered at the Golconda Job Corps Center, making visits as needed to the site to maintain communication with both instructors and Job Corps administration for successful operation of those programs.
8. Initiate, implement and supervise all grant projects acquired and administered through the WISBDC and the Community Education Department..
9. Provide leadership to the ABE/GED Program.
10. Create and coordinate a variety of youth-related programs, such as College for Kids, camps, academies, etc.

11. Coordinate and supervise events/programs such as the annual Heritage Festival, Health Fair, Career Fair, etc.
12. Supervise and evaluate all staff at the WISBDC and in the Community Education Office and its programs.
13. Supervise the CPR training program and program coordinator.
14. Supervise and evaluate all staff employed through the Perkins Grant, including Perkins Specialist, CTE Activity Coordinator, and CTE and Special Projects Coordinator.
15. Supervise a dynamic, integrated, small business assistance delivery system.
16. Increase the competitiveness, profitability, and growth of Illinois business in a global economy.
17. Maintain and strengthen the partnership involving the U.S. Small Business Administration, the Illinois Department of Commerce and Economic Opportunity, and Southeastern Illinois College as a service to Illinois small businesses.
18. Provide outreach WISBDC service to the counties of Gallatin, Hardin, Pope, Saline, and White and portions of Hamilton, Johnson and Williamson counties.
19. Provide new and existing businesses with one-on-one management counseling and customized training, seminars and workshops Submit reports to the President or Vice President for Academic Affairs as requested.
20. Performs other duties as requested by the President and/or Vice-President for Academic Affairs.

EDUCATION REQUIREMENTS:

Bachelor’s Degree required, Master’s Degree helpful. Three years of experience in the community college setting, in adult and community education, workforce education, or a related is area is preferred

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Strong organizational and administrative skills, as well as excellent written and verbal communication skills are required. Excellent public and customer relations skills are necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications skills; analytical and interpersonal skills; attention to details and deadlines; and, excellent follow-up skills are needed to be successful in this position. The ability to read and interpret budget and financial documents; negotiate contracts and agreements; and, read and implement manuals and procedure documents is required.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

CERTIFICATES, LICENSES:

Valid driver's license is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception. The ability to view a computer screen for extended periods of time is necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.