

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

**ASSOCIATE VICE PRESIDENT FOR WORKFORCE DEVELOPMENT
AND ENTREPRENEURSHIP**

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

The Associate Vice President for Workforce Development and Entrepreneurship provides vision and direction, substantive relationships with local business and industry. The AVP will continually identify and assess for best practices regionally to ensure FSCJ achieves a competitive advantage. Administratively, this position is also responsible for assigned continuing workforce education (CWE), PSAV, contract training programs and FSCJ Small Business Development Center. In support and furtherance of the College's Strategic Plan Goals, the AVP for Workforce Development and Entrepreneurship will work to strengthen, enhance and improve the vitality, quality and relevance of career/technical education throughout the College, regardless of delivery modality or location. The AVP will also serve as a liaison with the business community to promote and facilitate responsiveness to local and regional employment needs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Workforce Development and Entrepreneurship: Develop and implement long-range plans and near-term operating practices to further entrepreneurship and industry economic development at and by the College. Promote and coordinate the College's role as a resource for workforce development through research, policy analysis and resource allocation consistent with the institution's mission and strategic plan. Facilitate policy and economic analysis support for impact assessment of workforce development programs administered through the College.

Program Growth and Development: Directs review of Region's Targeted Occupation Forecasting for determining current and future needs, program development, modification and/or expansion

Program Review and Assessment: Manages and oversees planning and development of 5-year program reviews as well as annual program performance and assessment of assigned FSCJ's Career and Workforce education programs.

Partnerships with the Community: Plans and coordinates industry roundtables and forums with College's program managers and business partners to discuss workforce training and employment needs for programmatic growth and development. Works with business and industry partners to develop workforce experiences for faculty and student to gain industry knowledge and keep abreast of transformative trends. Represents the College through external partnerships, contracts and continuing education that advance the role of the College in local and statewide development by facilitating and collaborating in projects and programs connecting with external partners.

Articulation and Alternative Award of Credit: Develops and implements articulation agreements with educational institutions that provide opportunities for students to transition into career and workforce education programs. Provides oversight for statewide agreements for award of credit based on industry certifications and licensures. Also holds primary responsibility for oversight of apprenticeship programs.

Perkins Grant: Provides administrative oversight for all aspects relating to the management of the Carl D. Perkins federal grant award program, including appropriate and equitable distribution of funding and timeliness and accuracy of data and reports.

Specialized Accreditations: Works with Vice President of Online and Workforce Education and Office of Outcomes Assessment to ensure appropriate attention to and maintenance of specialized accreditation schedule requirements, including timeliness of reports, renewals, submissions, correspondence and other functional support processes for assigned programs.

Clock Hour Programs and Financial Aid: Works closely with the College Office of Financial Aid as well as with program managers and faculty in clock-hour programs, to ensure an understanding of and adherence to policies and procedures essential to compliance with Title IV regulations. Develops and schedules delivery of appropriate professional development opportunities for faculty and staff.

Data and Reports: Collects, maintains and communicates data for assigned workforce education programs that informs the strategic budget planning process and strategic enrollment management initiatives. Serves as the point person for workforce education programs in regard to all college-wide enrollment management actions and activities. Ensures that all required state and federal reporting requirements, surveys, etc., are submitted in an accurate and timely manner.

Promotion of Career Technical Education Programs: Works with Office of Marketing and Communications and the Campuses to develop and approve collateral materials for career/technical program information; Works with the Catalog team in revising/updating career program information as needed; Works with the Web team to ensure the currency and accuracy of the College website in regard to career/technical education; Works with appropriate counterparts throughout the College to facilitate user friendly admission/registration/course scheduling processes are in place for career/technical programs.

Small Business Development: Identifies, evaluates, and initiates new business activities, new products/services and opportunities that are consistent with the Mission, Strategic Vision and Goals of FSCJ. Represent the College at community meeting and relevant engagements to promote services. Prepare periodic reports for growth opportunities, including but not limited to sales and revenue projections. Deliver presentations to college stakeholders and key community partners and members to strengthen and foster new business opportunities.

Florida College System Liaison: Serves as the College's representative the FCS Occupational Education Standing Committee and acts to ensure that the College takes appropriate ongoing actions to be in compliance with state statutes and State Board of Education rules in regard to postsecondary career/technical education.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution supplemented by five (5) years of workforce related experience. Three (3) years of which was full-time in public, postsecondary education.

PREFERRED QUALIFICATIONS

Doctorate degree from an accredited institution supplemented by a minimum of three (3) years of experience in higher education, preferably a combination of teaching and administrative duties.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop or hand tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to communicate effectively with co-workers, staff, students and the public.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 8/2017