To apply, submit an employment application (click here for application), resume, and letter of interest to: President External Relations and Strategic Initiatives 5301 S Highway 16 Rapid City, SD 57701

VICE PRESIDENT OF CORPORATE WORKFORCE DEVELOPMENT AND EDUCATION

Position Description

Summary
The Vice President of Corporate Workforce Development and Education provides leadership in the functional areas which make up the Corporate Workforce Development and Education Division; these include Customized Training/Business & Industry; Customized Training/Healthcare; Workforce Development Programs, Professional/Career Training Programs; Small Business/Entrepreneurial Development Programs. The position has responsibility for marketing, enrollment, budget, data management and analysis, and assisting in the design and development of new programs. The VP works closely with the area Directors to achieve the goals of the division in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Vice President of Corporate Workforce Development and Education must satisfy the following minimum qualifications:
1. Bachelor’s degree required; master’s degree preferred;
2. 5+ years management in a training or organizational development leadership role;
3. Background in workforce development and training and/or continuing education;
4. Experience in developing and implementing a variety of noncredit and short-term credit programming.

Skills and Attributes
The Vice President of Corporate Workforce Development and Education must possess the following skills and attributes: should possess a combination of hands-on tactical experience along with the ability to think and act strategically with demonstrated success in managerial and leadership roles.

Essential Functions
The Vice President of Corporate Workforce Development and Education performs the following essential functions:
1. Provides strategic, innovative leadership in the design, implementation and continuous improvement in the areas of responsibility and related programs and services.
2. Responsible for area alignment with university strategic initiatives and facilitates the preparation of short- and long-term plans in support of university mission, vision and goals.
3. Achieves the enrollment and budgetary goals of the Division.
4. Provides leadership in course and programmatic design, instructional delivery and assessment activities.
5. Oversees the development of marketing strategies leading to enrollment and programmatic recognition and growth.
6. Develops processes and systems that enhance the outreach of the Workforce Development and Continuing Education Division.
7. Ensures division compliance with applicable federal, state, and local regulations, accrediting commissions, licensing requirements, and with administrative regulations and Board policies as appropriate.
8. Responsible for employee supervision and accountability, both direct and indirect reports, including recruitment, selection, orientation, scheduling, evaluation, coaching, rewards/recognition, and discipline.
10. Ensures division employees provide excellent customer service and a welcoming, supportive, and respectful work environment.
11. Responsible for assigned budget(s) development and management. Prepares, monitors, controls, and ensures spending within the budget allocation. Develops cost estimates for future division needs.
12. Directs the preparation of capital equipment requests. Supervises expenditures of capital equipment funds within university practices, policies, and procedures.
13. Directs the allocation and scheduling of coursework and oversees the coordination of classroom and equipment resources.
14. Manages full-time and part-time staff and faculty for compliance with university policies.
15. Establishes and maintains collaborative working relationships with business and industry partners, agencies, community organizations and/or education institutions. Serves as university representative on various state, local and university committees and attends events as appropriate.
16. Utilizes workforce education research and analysis to evaluate viability of new and existing programs.
17. Ensures compliance with state mandated performance measures and utilize data for continual program improvement.
18. Recruits and recommends the employment of both full-time and part-time staff and faculty and ensure credentials comply with all applicable licensing and accreditation requirements.
19. Plays a key role in developing effective partnerships with businesses and industries in the identification of training needs.
20. Performs all other related duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Vice President of Corporate Workforce Development and Education reports to the President of External Relations and Strategic Initiatives.
2. This position has supervisory responsibilities for Director(s) of Training and Development.

**Physical Requirements**
The Vice President of Corporate Workforce Development and Education must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Some travel, including airline travel and overnight stays, is required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Management

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Vice President of Workforce Development and Continuing Education.

______________________________  _______________________  
Signature                                          Date

______________________________  
Print Name