MISSISSIPPI COMMUNITY COLLEGE BOARD
POSITION VACANCY

POSITION:  ASSISTANT EXECUTIVE DIRECTOR FOR WORKFORCE AND ECONOMIC DEVELOPMENT

Salary:  Commensurate with education, training and experience.

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the Workforce, Career and Technical Education Division. The position assumes leadership responsibilities in the coordination of sector/cluster membership, meetings and needed outcomes with workforce training service providers. The position works with the Deputy Executive Director and external economic development groups to assess statewide workforce needs of business and industry; develop innovative strategies with external partners to deliver needed “for credit” and “non-credit” training to ensure the agency’s and the colleges’ curriculum and training program outcomes align specifically with current industry needs to deliver quality workforce training programs, career and technical training programs, curricula designs, and teaching and learning methodologies. The position must develop strong partnerships with constituents to support economic development initiatives and projects. Responsibilities include but are not limited to coordinating the grants activities within the agency, managing, developing and designing operational policies/procedures related to workforce education and training, representing the agency on statewide committees and taskforces, and managing special initiatives.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Researches, processes and presents all programmatic changes for career and technical programs in the community and junior college system to ensure outcomes align with current business and industry need;
2. Reviews applications for new program with approval considerations to reduce unnecessary duplication through assessment of existing like programs around the State;
3. Ensures policy/procedure adherence and accountability for state supported workforce training projects;
4. Oversees the administration, coordination, and operation of agency grant funds;
5. Serves as liaison to workforce partners to include but not limited to the State Workforce Investment Board and the federal WIOA system;
6. Represents the agency by preparing and presenting data driven reports to various groups, conferences, etc.;
7. Directs and supervises workforce, career and technical education, and curriculum division personnel;
8. Initiates special projects which align with the vision and goals of the State of Mississippi and maintains active partnerships with other state agencies;
9. Maintains a working knowledge of State and Federal laws applicable to workforce, career and technical education;
10. Serves as coordinating liaison with the 15 public community colleges in the areas of workforce, career and technical education, and curriculum;
11. Assumes responsibility and team leadership for the implementation and growth of apprenticeship programs, internships, and other work-based learning initiatives which serve to develop Mississippi’s workforce pipeline;
12. Assumes leadership role in working with external agency partners to effectively engage all business and industry sectors within the State to identify workforce issues, needs, and changes to ensure training/education programs are relevant and align with current industry;

13. Coordinates with workforce partners and State agencies to develop and implement effective strategies to maximize economic development opportunities for the state;

14. Assumes other duties as assigned by the Deputy Executive Director.

**Minimum Requirements:**

A masters degree from an accredited college or university with five (5) years of professional supervisory work experience in workforce development preferably in a community college setting. Experience in providing leadership and guidance in the design and implementation of leading edge workforce training/education programs. Experience in managing multiple projects, establishing performance metrics and assessing effectiveness. Excellent written and verbal communication skills, including the ability to listen, understand and synthesize complex issues. The ability to effectively communicate with others to include public speaking engagements. Proficiency in Microsoft Office, including Word, Excel, and PowerPoint required.

Application Procedure: To be considered, interested applicants must submit a complete application file, to include:

1. Mississippi Community College Board application (available here: [http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf](http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf));
2. Cover letter
3. Resume/Vitae
4. College transcripts showing degrees awarded
5. Three letters of reference written for this specific position.

Applicants should also acquaint themselves with the MCCB’s background screening requirements, available here: [http://www.mccb.edu/pdfs/fn/backgroundcheckletter.pdf](http://www.mccb.edu/pdfs/fn/backgroundcheckletter.pdf).

Deadline for applications will be January 18, 2016. For more information contact:

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