



## **JOB ANNOUNCEMENT**

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,  
a public, state supported comprehensive institution, serving the six county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

### **Dean of Community Engagement and Partnerships**

Position: Full-time with Benefits; Non-Classified  
Location: Moorefield Headquarters

As the chief workforce education and community partnerships officer, the Dean of Community Engagement and Partnerships is responsible to the President for the development and implementation of instructional systems, credit and non-credit instructional programs, and services in support of employers, economic development professionals and life-long learning, including the following specific duties:

#### **Responsibilities:**

- Responsible for directly supervising the Workforce Education Department.
- Lead the development of credit and non-credit training programs for area employers, labor organizations, and community agencies.
- Direct employment processes for faculty/staff and instructional personnel including recommending to the President specific employment terms and conditions of faculty/staff.
- Manage employment processes for personnel who deliver training, credit and non-credit instruction, including selection and evaluation.
- Develop and revise workforce courses and services based on assessment of student learning and recommendations for regional employers.
- Develop and implement an institutional plan for delivery of community and continuing education.
- Provide customized support services and training for student and industry partners.
- Formulate and recommend policies relating to workforce development, contracted training, community and continuing education.
- Develop, implement, manage and evaluate high quality and responsive credit and non-credit services and training programs to meet the workforce and economic needs of the local, regional and state business and industry sectors.
- Oversee that all information is coordinated so that workforce credit and non-credit courses are entered correctly into Banner.
- Oversee the implementation of transferring non-credit workforce courses to credit.
- Oversee the development and implementation of an institutional plan for delivery of community and continuing education.
- Direct services targeted at workforce development such as needs assessment, workplace literacy, job profiling and other support services.
- Implement and disseminate workforce education, community and continuing education policies.
- Oversee the effectiveness of programs, courses and services individually and collectively.
- Serve as the liaison with area employers, economic development professionals, and other training providers.
- Provide outreach and develop partnership opportunities with business, industry and service organizations.
- Coordinate and facilitate sector-based strategies.
- Work with the Dean of Teaching and Learning and the Dean of Student Access and Success to develop, promote, and recruit students/clients for both credit and non-credit courses, programs and training sessions.
- Facilitate the Potomac Highlands District Consortium, Economic Development Committee, secondary schools, colleges and universities, career and technical centers, area employers, economic development professionals, correctional facilities and other training providers.
- Provide leadership in overseeing the college's marketing and public relations.
- Responsible for overseeing the America's Promise (AP220) project at the Institution.
- Provide leadership to identify grants from relevant private, corporate, and public sources.

- Complete and submit WV Advance, Learn and Earn and HB 3009 forms to the Community & Technical College System Office.
- Accountable for all grant monitoring related to workforce training and programs.
- Provide leadership to identify grants from relevant private, corporate, and public sources.
- Responsible for local, state and federal reports pertaining to workforce education.
- Represent the College at State and Service District meetings.
- Represent the College at State meetings of workforce education officers.
- Support and collaborate with Institute for Rural Entrepreneurship and Economic Development (IREED) stakeholders to promote Workforce opportunities.
- Communicate and coordinate with Institute of Rural Entrepreneurship and Economic Development initiatives.
- Provide leadership to promote the college's wellbeing and interests.
- Perform other duties as assigned by the President.
- Serve at the "Will and Pleasure" of the President.

**Minimum Qualifications:**

- Master's degree from an accredited institution is strongly preferred.
- Working knowledge of consulting, training and development, adult education, or sales management.
- Working knowledge of contract negotiations related to agreements with existing and potential clients.
- Knowledge of assessing client or business needs, coordinating training staff, and providing necessary training resources.
- Knowledge of business prospecting and sales techniques, including cold-calling, networking, and lead generation.
- Knowledge of adult training methods, curriculum design and development, and evaluation methodology.
- Demonstrated ability to develop and deliver customized training and targeted industry training solutions for various employee groups.
- Demonstrated ability and experience developing effective work teams; supervising and directing work activities; and managing and developing the professional needs of full and part-time staff.
- Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of training participants, faculty, staff, and business and community partners.
- Demonstrated ability to conduct professional presentations.
- Demonstrated ability to set priorities and to organize and deliver multiple projects in a timely manner.

**Preferred Qualifications:**

- Experience in developing workforce solutions and generating new contract business and partnerships.
- Experience leading or working on engagement or sales teams.
- Experience with Program/Project Management.
- Administrative or management experience in higher education is also preferred.

**Resume review begins ASAP!**

Submit current resume and three 3 professional references (names, addresses and phone numbers). Mail to:

Carlos Gutierrez, Director of Human Resources  
 Eastern West Virginia Community & Technical College  
 316 Eastern Drive  
 Moorefield, WV 26836  
 Or [carlos.gutierrez@easternwv.edu](mailto:carlos.gutierrez@easternwv.edu)

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