



Date: October 7, 2016
Title of Position: Dean of Community Education & Workforce Development
Salary: Commensurate with experience
Effective: January 2017

Position Summary: Reporting directly to the President, the Dean is responsible for the initiation, development, implementation, coordination, supervision and evaluation of a wide variety of non-credit courses/workshops; Workforce Training Program Grants; Osher Life Long Learning (OLLI) programs; Road Scholar programs; Adult Basic Education (ABE), General Educational Development (GED), and English for Speakers of Other Languages (ESOL) programs; several specialized programs; workforce training and development; and similar duties to generate BCC revenue and to develop and support community relationships with the institution. Liaison with the local WIB and Workforce Innovation and Opportunity Act (WIOA) One-Stop Career Center. Responsible for scheduling of credit and non-credit course offerings at off-campus sites.

Qualifications: The successful candidate will hold a relevant Master's degree, possess excellent written and oral communication skills, and have a clear understanding of the unique mission of the community college. The candidate will be a strategic leader with an entrepreneurial spirit who listens well to recognize the needs of local employers and collaborate with the College's academic program leaders to pioneer creative approaches in developing strategic certificate and degree programs that positively impact the regional economy. The candidate must be able to define how their work and life experiences make them the ideal candidate.

Additional information:

Source of Funding: State Funded
Supervisor: President

MCCC AFSCME DCE Non-Unit Full-time Part-Time

Application Procedures: For consideration, please send cover letter, resume, and names and telephone numbers of three current professional references to Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201.

tkozlowski@berkshirecc.edu

Application review begins on October 24, 2016, and continues until the position is filled. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College
POSITION DESCRIPTION SPECIFICATIONS

POSITION TITLE: Dean for Community Education and Workforce Development
Dept: Community Education and Workforce Development

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Essential Functions

- Oversee the creation, development, implementation, and evaluation of a wide variety of non-credit courses/workshops both on campus and at off-site locations and electronically online. Oversee the work with internal faculty and external personnel to identify and provide instruction for on-site courses/workshops. Oversee the negotiation of instructor contracts and other elements necessary to coordinate courses/workshops. Oversee the work with external organizations to identify and provide online courses/workshops.
- Evaluate courses/workshops and programs via enrollment and other appropriate measurements. Review instructor evaluations, vendor accommodations; make suggestions/recommendations for improvement as indicated. Prepare and present status, enrollment, and revenue reports to the President.
- Oversee the implementation of Road Scholar programs including topic selection; faculty hiring and evaluation; curriculum development, evaluation, and modification. Negotiate services and costs.
- Work, and develop relationships, with outside sources to establish initiatives and generate revenue for the college through services and programs such as Road Scholar and other program activities.
- Collaborate with Academic Affairs division in development of business and industry offerings and certifications.
- Develop and/or serve as liaison with various community/state related organizations or other organizations. Serve on various local and regional community and state boards.

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- Develop effective partnerships with businesses and industries in the identification of training needs and serve as the college's liaison with these industries.
- Responsible for the management of the function including: forecasting revenue and expenses, budgeting, staffing, training, establishment of responsibilities and objectives. Monitor progress toward objectives; provide guidance and direction as needed. Make effective recommendations to President and VP for Human Resources regarding personnel matters affecting staff.
- Perform other similar duties as responsibilities necessitate or as requested by supervisor.
- In concert with VP for Academic Affairs, responsible for the organization and operation of Off-Campus Centers.