

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Assoc. Vice President for Workforce Development
Reports To: Vice President for Student Learning
Position Code: AVPW
Department: Instruction Services
EEO Type:

Effective Date: 09/01/02
Revision Date: 09/01/02
Pay Grade: H
FLSA: Exempt
PR ORP Elig: Y

A. General Description:

The Associate Vice President for Workforce Development & Industrial Training has the overall responsibility for the administration, budget, and direction of Continuing Education, Special Projects, Apprenticeship Training, Contract Training, grants and contracts, Resource Development, Perkins, Tech Prep, and International Programs.

B. Duties and Responsibilities:

a. Essential functions

Supervises personnel within the areas of responsibility which include Continuing Education, Special Projects, Apprenticeship Training, Contract Training, grants and contracts, Resource Development, Perkins, Tech Prep, and International Programs.

Develops and implements a management by objectives system of management for personnel within the area of responsibility.

Provides direction in planning, developing, coordinating and evaluation of programs and activities within the area of responsibility.

Conducts a continual and regular program of personnel and program activity evaluations in assigned areas of responsibility.

Coordinates, approves and monitors program budgets and fiscal reports for all areas of responsibility.

Coordinates the development of grant applications with the Grants Committee and the Office of Resource Development.

Serves as Treasure of Tech Prep of the Rio Grande Valley, Inc.

Plans and coordinates international activities and programs and represents TSTC at international meetings.

Makes regular reports on programs and activities to supervisor.

Represents Vice President of Student Learning and the College in campus and systems office meetings, community functions, and state/federal agency meetings when requested by Vice President or President.

b. Other Responsibilities

Performs other related duties as assigned by Vice President for Student Learning or President.

C. Working Conditions:

Sedentary: Desk work; occasional trips for College or program activities. Insignificant physical effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Knowledgeable in and understanding of post-secondary technical/vocational education.

Demonstrates successful management and administrative ability in planning developing, implementing and evaluating post-secondary technical and vocational education programs.

E. Minimum Requirements of Educational and Experience:

Bachelor's degree in appropriate field.

Master's degree preferred.

Three years of successful work experience in business or industry.

Demonstrated ability to manage federal and state grants and contracts and programs.

Approved _____
Supervisor

