



## NOTICE OF VACANCY

### Vice President of Workforce and Economic Development

**REPORTS TO:** President

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Vice-President of Workforce and Economic Development will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Vice-President of Workforce and Economic Development, under the direction of the President, works with industrial clients, as well as the general public, to supervise the development and deliverance of customized training that has been requested by the client; leads and provides guidance regarding execution of all workforce activities. The Vice-President of Workforce and Economic Development works with the President and senior leadership team to determine vision, strategy, short and long-range goals, operating budgets, capital plans and effective governance policies. This position is responsible for marketing, enrollment, budget, data management and analysis, and assisting in the design and development of new programs.

More specifically, the Vice-President of Workforce and Economic Development is responsible for the following:

#### DUTIES AND RESPONSIBILITIES

- Assists coordinators in securing personnel for training
- Designs suitable and appropriate training for specific training events
- Develops new and innovative approaches to training
- Effective planning, organizational, and time management skills
- Foster a teamwork environment for the workforce department
- Negotiates with training personnel to secure reasonable fees for services
- Oversees the development and submission of projects to the state workforce development office
- Oversees the development of marketing strategies and outreach processes leading to enrollment and programmatic recognition and growth
- Provides workforce guidelines compliance support to personnel
- Responsible for facility upkeep and general appearance
- Supervises all personnel in the workforce department
- Travels on a regular basis to client's location to monitor training being conducted
- Works with employers to develop training programs

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **MANDATORY QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university.
- Five or more years of experience working in or with the manufacturing or construction industries.
- Working knowledge of Banner and other computer software and databases.
- Must be dedicated to and appreciate the concept of the community/junior college.

## **DESIREABLE QUALIFICATIONS**

- Master's degree from an accredited college or university.
- Previous knowledge and understanding of the community college system
- Quality and/or production efficiency certifications or qualifications earned in the construction or manufacturing.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Strong interpersonal and public relations communication skills; ability to effectively communicate using written and verbal skills.
- Proficiency with Microsoft Office applications.
- Reasoning ability required in decision making, advising and assisting students, applying relevant policies, procedures, guidelines, and regulations and performing various tasks.
- Office administration, public relations, customer service, time management, organizational, and scheduling skills required.
- Must be able to exercise ethics and maintain confidentiality.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, and Administrator (AM) position

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

Internal/External – November 25, 2022 at 5:00 p.m.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*