



## **JOB DESCRIPTION**

### **Job Title: Vice President of Workforce Development and Corporate Partnerships**

**Department: Workforce**

**Pay Grade: TBD**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

### **JOB SUMMARY**

The Vice President of Workforce Development & Corporate Partnerships leads overall workforce development visioning at St. Petersburg College. The Vice President reports directly to, and works closely with, the President on a wide variety of administrative and executive duties, special projects, and initiatives involving the President's and College's overall priorities that drive economic mobility for students and the region.

The primary responsibilities of this position include: promoting and supporting the mission and values of the College; overseeing the Workforce, Community & Corporate Partnerships division of the College, leading corporate partnerships, delivering short-term credential programs, corporate training and other revenue generating operations; ensuring the strategic priorities of the College are met; as well as working with the President and senior leadership team to determine vision, strategy, and short and long range goals. The Vice President is a senior administrator and serves as a member of the President's Cabinet.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Provide leadership in the vision, design, development, strategy, implementation, and assessment of goals, objectives and activities for the Division of Workforce, Community and Corporate Partnerships.
- Align workforce and training programs with academic, industry and public sector needs by analyzing relevant economic and workforce research, data, and best practices.
- Play a key role in developing effective partnerships with businesses and industries in the identification of training and hiring needs assessments, and development of customized workforce solutions, ensuring feedback when appropriate.
- Seek and manage supplemental funding sources, which may include grants, donations, contracts, or revenue generating strategies.
- Ensure division compliance with applicable federal, state, and local regulations, accrediting commissions, licensing requirements, and with administrative regulations and Board policies.

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- Oversee the planning, production, and publication of educational and marketing materials.
- Identify current and relevant technologies to enhance training and operations.
- Provide overall management of operating budgets for the division and ensures control and approval of expenditures and reporting as required.
- Collaborate with the Vice President of Academic Affairs to create and maintain pathways between short-term credential and credit programs.
- Actively grow the abilities and skills of the department members in using data to measure attainment of strategic goals by facilitating forums, professional development and mentorship.
- Maintain knowledge about all divisions of the College and new initiatives so as to best identify and align opportunities, both internal and external.
- Advise the President, Vice Presidents and other senior leadership on the best ways to position the institution with civic and business leadership, alumni, and regional elected representatives on issues that have a direct strategic impact on the core initiatives of the institution.
- Serve as an advisor to, and spokesperson for the President when needed in the areas of workforce and economic development and strategic planning; and serving as a liaison to a variety of internal and external constituencies.
- Serve as the institutional liaison to a variety of economic and workforce training agencies, employer partner organizations, and other state, local and College committees as appropriate.
- Support Collegewide strategic institutional planning and goal-setting, as well as the development, supervision and implementation of the plan.
- Facilitate an environment that fosters a positive culture in support of the strategic plan, by promoting strong collaborative relationships among functional work units within the College.
- Work collaboratively with other administrators on measures regarding outcomes assessment, to support optimal performance on both internal and external state indicators/measures of student and institutional success.
- Utilize data in support of informing strategic initiatives and guiding planning adjustments as necessary.
- Prepare and/or contribute to the preparation of reports, briefings, presentations and responses on institutional, strategic and academic issues as appropriate.
- Perform all other related duties as assigned

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree from an accredited institution; Doctorate degree from an accredited institution preferred. Minimum of seven (7) years of administrative or managerial experience in corporate or higher education settings. Strong understanding of the Florida Community College System. A proven record of administrative effectiveness in a collegial environment; demonstrated strength in written and verbal communication and an ability to present information clearly to diverse groups. Strong background and demonstrated track record in managing/leading institutional and external collaborations. Demonstrated track record for writing, receiving, and managing multi-million-dollar grants. Demonstrated ability to supervise a team of professional staff, as well as develop and manage operational budgets and business contracts. Experience reporting directly to or working with an institutional CEO. High energy with the ability to lead teams toward successful collaboration in the development of workforce training that will meet the present and future needs of the region's economic development and corporate communities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Principles of leadership and organizational management
- Principles and practices of strategic planning
- Principles and practices of grant management
- Principles and practices of marketing and public relations
- Principles and practices of financial management
- Principles and practices of personnel management
- Principles and practices of customer service
- Principles and techniques of management analysis and program evaluation
- Legislative and administrative processes

### Skills in:

- Providing leadership to assigned staff;
- Setting goals;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning;
- Coordinating;
- Analyzing;
- Communicating, both verbally and in writing;
- Developing and administering budgets;
- Using a computer and related software applications; and
- Verbal and written communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Delegate and prioritize work;
- Develop and implement strategies;
- Interpret and apply applicable laws, rules, and regulations;
- Implement College-wide components and activities; and
- Work in partnership with internal and external stakeholders.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

None

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<b>X</b>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<b>X</b>

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

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Employee Signature

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Date