JOB POSTING
Dean for Workforce, Technical, and Community Education
(Central Administration)

Summary of Responsibilities:
This non-classified position serves at the will and pleasure of the President and is responsible for assisting the Vice President for Academic Affairs in identifying, implementing, and evaluating Workforce, Economic and Community Development unit goals and objectives as well as for technical programs.

*Position requires the ability to travel.*

Education/Licensure:
- Masters Degree from a regionally accredited institution is required.

Required Experience:
- Minimum of five (5) years of successful diverse administrative/leadership role in community college/higher education, business or government.
- Minimum of three (3) years grant management and/or project management experience.
- Minimum of three (3) years experience leading and managing workforce initiatives and/or technical programs.

Skills, Knowledge, and Abilities:
- Familiarity with the relationship of education to economic development.
- Knowledge and understanding of current issues in education related to economic development and education as it relates to workforce and business/industry training.
- Ability to work effectively with educators, consultants, business, and industry representatives.
- Ability to carry out assignments requiring the organization of material, analysis of data, and preparation of pertinent recommendations.
- Ability to express ideas effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with administrative personnel, faculty, classified staff, students, and the general public.
- Ability to work independently and simultaneously on projects of varied complexity, carrying each to its conclusion with a very high level of effectiveness.
- Considerable knowledge of the principles and practices of effective supervision.
- Thorough knowledge and understanding of the mission and philosophy of the Community College.

*Candidates must successfully complete a background screening post-offer of employment.*

Classification/Compensation:
This is an exempt, non-classified position which serves at the will and pleasure of the President. Salary is commensurate with education and experience.

Application Process:
Only applicants who have submitted all required completed documents and who meet minimum qualifications will be considered. For full consideration, application materials must be received by January 5, 2016 at 4:00 p.m. Position is open until filled. All positions are subject to funding availability. AA/EOE/Veterans/Disabled

Submit an Employment Application (found at http://www.newriver.edu/quicklinks/employment) and a copy of college transcripts, license, and certification to:
Office of Human Resources
New River Community and Technical College
280 University Drive
Beaver, WV 25813
OR
Email: hr@newriver.edu