



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director of the Center of Excellence – EWD (Grant Funded)		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Dean of Economic and Workforce Development or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the general direction of the Dean of Workforce and Economic Development, the Director will oversee and provide strategic direction to the implementation of the Center of Excellence (COE) for Labor Market Research activities. The COE is a statewide initiative to provide labor market research to regional colleges. The responsibilities of the position include: conducting comprehensive gap analysis studies on emerging and priority sectors and occupations in the region; managing workforce research studies; providing technical assistance to the regional consortium; developing industry partnerships; monitoring and managing grant budgets; contract management; overseeing grant compliance; and generating reports and grant proposals.

**TYPICAL DUTIES**

Typical duties may include, but are not limited to:

- Overseeing the planning, implementation, and compliance of work plan objectives and activities of the COE grant and related contracts.
- Preparing studies and providing technical research expertise to community colleges throughout the North Far North region to support career and technical education program assessments, grant proposals, and strategic planning efforts.
- Conducting comprehensive workforce research on emerging and/or priority sectors and occupations, from scoping to data collection, analysis, and report writing.
- Presenting research findings at local advisory board meetings, regional consortium meetings, community college planning events, conferences and employer-education forums.
- Disseminating research to community colleges throughout the North Far North region, as well as employers, economic development organizations, and workforce partners through webinars, newsletters, and other communication channels.
- Increasing employer awareness of the career and technical education programs and services available at community colleges through research partnerships, employer

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surveys, and presentations.

- Developing strategic business and industry partnerships on regional and statewide levels to support local college responsiveness to emerging industry and workforce needs.
- Identifying business development opportunities, securing research related contracts, and participating in partner projects.
- Analyzing and managing data with spreadsheets and statistical software.
- Ensuring successful implementation of contract-based projects, from scoping of the research to the final product.
- Identifying and overseeing consultants to accomplish grant and contract deliverables.
- Collaborating with other COE Directors on projects and resources.
- Serving as the COE representative at regional meetings and participating in the initiative- level marketing.
- Developing and overseeing grant and contract budgets.
- Preparing quarterly and annual narrative reports and renewal documents in and conditions of the grants and/or contracts.
- Performing other duties as assigned. Administrative assignment may include day, evening, weekend, and/or off campus work and/or hours.

**QUALIFICATIONS**

*Education/Experience Required:*

Education Required:

- Bachelor's degree from an accredited institution.

Experience Required:

- Minimum of two years' experience reasonably related to the administrative assignment
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities as it relates to differences in learning styles.

**APPROVALS**

Date Created/Revised: 5/2018

Cabinet Reviewed: 5/29/2018

Board Approved: 6/13/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)