



Job Title:	Director STEM Workforce Development	Grade:	K
Department:	STEM	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Manages a wide range of workforce development and economic development activities to Charlotte area companies which involves expenditure of funds and personnel decisions. Analyzes situations, organizational resources, and people in developing business partnerships. Makes highly effective and persuasive oral and written presentations. Has analytical thinking in reviewing training and employment data.

Characteristics Duties and Responsibilities:

1. Plans, initiates and manages activities of workforce development and economic development for the STEM Division.
2. Develops comprehensive strategies to recruit students and identify and evaluate training and employment needs of students
3. Provides leadership for the development and delivery of the workforce training for Charlotte area businesses and industries.
4. Liaisons with Charlotte economic development regarding workforce development for expanding or relocating companies to Charlotte area.
5. Represents the Dean in the administration of workforce development and economic development projects as directed.
6. Provides support to college deans, division directors, and department heads to supply information on Charlotte area companies training and employment needs.
7. Assists the curriculum coach with initiatives and activities to create STEM recruitment and retention strategies.
8. Other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Dean of STEM
Direction Given:	Direct supervision of assigned staff



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Minimum Requirements:

Master's Degree from a regionally accredited institution in a STEM discipline, Business Administration or closely related field.

Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge of principles and practices of program management
- Knowledge of methods and techniques of program development and evaluation
- Principles of supervision including employee training and performance and evaluation business and industry needs
- Methods and techniques of instructional program development and evaluation
- Principles and practices of college-level instructional administration
- Methods and techniques of enrollment management
- Budgetary and supervision skills
- Ability to make a professional presentation
- Knowledge of marketing and business development techniques

Working Conditions:

Typical Office Environment