



The Peninsula's Community College

99 Thomas Nelson Drive Hampton, VA 23666 757/825-2998

Announcement of Vacancy

Thomas Nelson Community College

Director of Professional, Credential and Continuing Education

Restricted

Thomas Nelson Community College (Thomas Nelson) is located on the Virginia Peninsula in the heart of Hampton Roads, a region renowned for being the birthplace of America and home to communities rich in culture and industry. Bordering the Chesapeake Bay, the region boasts beaches, major attractions, world-class museums, and a vibrant visual and performing arts scene. The area is known for its economic vitality, which includes being home to several military bases, ship-building facilities, the NASA Langley Research Center and Jefferson Lab, major colleges and universities, and varied commercial industries and enterprises.

Thomas Nelson is a comprehensive community college, offering a variety of programs of study leading to an associate's degree, certificate, or career studies certificate. In addition to the many popular transfer degree programs, the college is known for its strong technical and pre-professional programs and its outreach to the community as a partner and leader in workforce development. The college also provides underprepared students with developmental studies to help them to be successful in college-level coursework.

Founded in 1967, Thomas Nelson serves over 16,000 students each year in credit instruction and over 10,000 in non-credit instruction and workforce services. The College is served by over 110 fulltime faculty, 500 adjunct faculty, and 319 staff members. Faculty and staff are strategic and responsive, committed to understanding and meeting the needs of the region.

The college has two campuses, one in Hampton and the Historic Triangle Campus located in Williamsburg. The college also has a satellite site at the Southeast Higher Education Center in Newport News. The communities primarily served by the college are the Cities of Hampton, Newport News, Poquoson, and Williamsburg, and the Counties of James City and York.

The Position:

The Director of Professional, Credential and Continuing Education independently manages all programs, operations, staff and budgets of continuing education (non-credit) programs at all Hampton & Williamsburg locations. Gathers the research including needs assessments and labor market information, program and curriculum

development with subject matter experts, evaluation, funding and operation of instruction in the Professional, Credentials and Continuing Education (PCCE) department including developing healthcare, cyber security, business leadership, entrepreneurship, transportation, and other high demand programs. Based at the Williamsburg Workforce Center in New Town, essential duties and responsibilities include the following. Other duties may be assigned.

Major responsibilities include:

- Directs all aspects of the PCCE department educational services and activities, with emphasis on the Workforce Credential Grant (WCG) program and credential attainment.
- Meets or exceeds enrollment and financial goals of the PCCE department by administering open enrollment and custom non-credit courses and programs in response to community workforce needs.
- Directs program and curriculum development, instructional delivery, non-credit financial assistance, outcome evaluation, and continuous improvement with advisory committees of appropriate partners and funders.
- Plans and manages annual budgets, revenue, and expenditures for the PCCE department, to be a self-support operation that generates the revenue required to cover all instructional (direct faculty and materials) and operational (office staff, leases, marketing, administrative, and institutional indirect) expenses, through tuition, fees, contracts, and grants.
- Directs all fiscal processes for assigned program areas, approves all expenditures related to the daily operation of the department; monitors and manages program income and expenses; ensures that all relevant payroll is submitted in a timely manner.
- Analyses enrollment trends and patterns; directs the development of course and class scheduling each semester; plans and manages effective marketing and mailings.
- Facilitates a teamwork environment within the department and across the College and encourages the cross training of personnel.
- Recruits, hires, supervises, trains, coaches, and evaluates staff; ensures mandatory staff professional education is completed; supports additional professional development for staff.
- Engages proactively with community organizations to identify continuing education needs, instructors, and funding opportunities; and with other college departments, external workforce development entities, and community representatives to address current and emerging workforce education needs within the College's service area; develops new courses and/or programs as needs are identified.
- Directs grant projects in assigned program areas including drafting grant applications, hiring and supervising grant staff, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines.
- Ensures that procedures are followed regarding the delivery of courses and programs in assigned program areas, including procedures for state reimbursement, College accreditation, external funding sources, industry

specific accrediting agencies, local workforce industry partners, and continuing education partnerships.

- As a member of the Workforce Development Advisory Council, collaborates with Workforce Development leadership in strategic planning, marketing efforts, and process improvement.
- Supervises safe operation of unit; facilitates safety inspections and appropriate safety training for staff members.
- Acts as a department representative on designated Thomas Nelson Community College committees.

Required Qualifications:

Master's degree in education, health sciences, business or related workforce field, or equivalent combination of education and work experience. Extensive experience in managing adult education or training programs for diverse population. Direct supervisory experience to include recruiting, setting performance requirements, monitoring, coaching, and evaluating staff or adjunct personnel. Strong written and verbal communication skills. Demonstrated organizational and planning skills with attention to detail and follow through. Ability to prioritize multiple tasks, work within deadlines and meet goals. Demonstrated proficiency using standard office software applications and accessing database information.

Preferred Qualifications:

Working knowledge of local and regional organizations, state and national credential or accreditation bodies. Experience developing and managing continuing education programs that include attainment of industry credentials. Prefer more than three years of workforce education and supervisory experience. Experience in building budgets for revenue and expense, approving requisitions, and establishing expense controls for a department or division. Knowledge of community college philosophy and mission; federal, state, and regional funding sources and direct experience in grant project management.

Knowledge of:

- Effective instructional methodologies for adult learners.
- Student recruitment, support, retention/completion and credential attainment strategies.
- Budget management and reporting, utilizing information system software.
- Team building and effective leadership techniques.

Experience in:

- Planning, developing, and managing a successful education program, including directing the day-to-day operations.
- Monitoring curriculum for knowledge, skills, and outcomes measures.
- Developing a sound budget that accounts for all direct and indirect expenses, prices services appropriately, and estimates sales accurately to cover all costs.
- Monitoring annual budget, to include monthly expenses and revenue.
- Leading, supervising, and delegating tasks and authority.

- Using student data systems to track enrollment, make decisions regarding additional sections or cancellations, and plan future course schedules.
- Partnering with internal and external parties to address workforce or community educational needs.
- Collaborating with relevant leadership regarding strategic planning, marketing, and process improvements.
- Engaging community partners and employers in program development and funding.
- Maintaining confidentiality of work-related information and materials.

Salary Range: \$65,953 - \$72,000, commensurate with education and experience.

A review of applications will commence on or around April 17, 2017.

Application Process: Submit an online application for this position by visiting <http://virginiajobs.peopleadmin.com>. We will only accept applications through this site. Complete application packages will include: an online application, cover letter addressing the responsibilities of the position, resume, transcripts related to the degree requirement, and the names of three professional references with current telephone numbers. All transcripts from foreign institutions of higher education must be verified by an evaluation agency. Incomplete application packages will not be accepted. There is a 5-day minimum posting requirement. Faxed or e-mail applications will not be accepted. Position located in Williamsburg, VA but must be able to work at all campus locations. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

Thomas Nelson Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities.