



**Connecticut State Community College
Job Description
Regional Coordinator of Workforce Programs**

Salary Level:
CCP 19 (Subject to Willis)

Date Approved/Revised:
1/31/22

POSITION PURPOSE:

The Regional Coordinator of Workforce Programs reports to a Chief Regional Workforce Development Officer and performs a full range of responsibilities that support the administration of classes and initiatives which serve the workforce development and personal enrichment needs of the region. This position works in coordination with two other Regional Coordinators to ensure statewide alignment of programming and initiatives.

SUPERVISORY AND OTHER RELATIONSHIPS:

The Regional Coordinator of Workforce Programs works under the direction of a Chief Regional Workforce Development Officer. The position is required to have cooperative and collaborative relationships with college faculty, staff, key external partners such as the state agencies, Workforce Development Boards, employers, industry associations, private foundations, and others within their region.

MAJOR ACCOUNTABILITES:

A Regional Coordinator of Workforce Programs is accountable for these duties through effective performance in these essential functional areas:

1. One College Approach to Workforce Development and Continuing Education
2. Course, Program and Certificate Development
3. Joint Program and Scheduling Across the Region and the State
4. Strategic Regional Collaboration
5. Technology Fluency and Data Analytics

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. One College Approach to Workforce Development and Continuing Education

This accountability includes such essential tasks as:

- a. Ensures that selected industry sectors are supported by workforce development programming
- b. Ensures that each campus is delivering personal enrichment programs to serve all citizens of the campus community based on local demand
- c. Performs program reviews to ensure programs are aligned, high quality and relevant across campuses, regions, and system
- d. Supports strategic opportunities for collaboration between regions

B. Course, Program and Certificate Development

This accountability includes such essential tasks as:

- a. Creates non-credit catalog of courses and program curricula in online database, i.e., Banner
- b. Manages alignment of new non-credit courses, curricula and programming across the campuses
- c. Uses labor market information to align, develop and oversee delivery of state and regional workforce

- development programming to meet the workforce needs of industries
- d. Researches, proposes and oversees implementation of new regional or statewide opportunities for program development

C. Joint Programming and Scheduling Across the College

This accountability includes such essential tasks as:

- a. Organizes regional course schedules
- b. Coordinates cross listing of courses regionally and between regions
- c. Coordinates staggered start dates and varied modes of program delivery regionally and between regions
- d. Coordinates shared resources and instructors across the region

D. Strategic Regional Collaboration

This accountability includes such essential tasks as:

- a. Supports Chief Regional Workforce Development Officer in new projects
- b. Develops and monitors performance metrics for the region
- c. Gathers information and data to support grant proposals
- d. Assists with writing grant proposals and follow-up reports
- e. Facilitates sharing of information, curricula, and best practices between campuses

E. Technology Fluency and Data Analytics

This accountability includes such essential tasks as:

- a. Demonstrates high proficiency with student/data/learning management systems, i.e., Banner, Blackboard, Simplicity
- b. Collect and prepare data reports for grant projects from participating campuses
- c. Analyzes data to improve workflow, efficiency, and effectiveness

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Service on assigned committees and task forces
- Attendance and participation at committee, staff, informational and professional meetings
- Active engagement in statewide workforce development initiatives
- Represent the Chief Regional Workforce Officer upon request

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills, such as, Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Development and management of workforce development and personal enrichment programs
- Experience in planning and scheduling courses and programs
- Experience with course scheduling software and student information databases
- Industry and/or community partnership support and engagement
- Collaborative project management

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field combined with two to five years of related experience that includes up to two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.