



Director of Career and Workforce Development Job Description

Job Title: Director of Career and Workforce Development (Grant-Funded Position)
Job Class: Professional
Department: Academic Affairs
Reports To: Vice President of Academic Affairs
FLSA Status: Exempt
Compease: Grade 13
Approved By: President
Approved Date: 11/26/2025

I. Position Purpose

The Director of Career and Workforce Development provides strategic leadership for the College's career services and workforce engagement efforts. This position is responsible for connecting students to experiential learning, career exploration, and employment opportunities while cultivating and managing partnerships with employers, community organizations, and workforce agencies. The Director oversees the College's Career and Workforce Development Office, supports students in achieving their career goals, and collaborates with faculty, deans, and external stakeholders to expand work-based learning experiences, internships, and job placement initiatives for both on-campus and fully online students.

II. Duties and Responsibilities

COORDINATE CAREER SERVICES OPERATIONS: Provide leadership and direction for the College's career services efforts. In collaboration with the Center for Student Success, develop and implement comprehensive strategies that promote student career readiness, including job search support, career advising, résumé and interview preparation, and career development programming. Track student and alumni outcomes to inform continuous improvement and align services with institutional goals.

DEVELOP AND MAINTAIN EMPLOYER PARTNERSHIPS: Cultivate and sustain relationships with employers, workforce development boards, chambers of commerce, and community organizations. Serve as a liaison between the College and industry to identify emerging workforce needs and connect employers with qualified students and graduates. Represent the College at career fairs, advisory boards, and community engagement events to promote workforce collaboration and employment pathways.

MANAGE INTERNSHIPS, PRACTICUMS, AND WORK-BASED LEARNING: Identify, develop, and secure internship and practicum sites by establishing Memorandums of Understanding (MOUs) with area employers. Collaborate with deans, directors, and faculty to identify, enroll, and manage internships and practicums for both in-person and fully online students outside the College's geographic service area. Research and create alternative work-based learning experiences (e.g., virtual internships, job shadowing, employer projects) that support career readiness and experiential learning for all students.

ADVANCE WORKFORCE DEVELOPMENT INITIATIVES: Collaborate with internal stakeholders and external partners to align workforce training and career initiatives with employer demand and community needs. Support faculty and academic leadership in integrating career development and



employability skills into academic programs. Assist in identifying and implementing workforce grants, partnerships, and initiatives that expand opportunities for students and employers.

ASSESS, REPORT, AND IMPROVE PROGRAM EFFECTIVENESS: Establish performance metrics for career services and workforce initiatives. Collect and analyze data related to employer engagement, student placement, and internship participation. Prepare reports for internal and external audiences to evaluate effectiveness and inform strategic planning.

DEMONSTRATE PROFESSIONALISM AND QUALITY SERVICE: Demonstrate professionalism and provide quality customer service in accordance with the College's values. Maintain confidentiality, foster positive relationships, and create an organized, safe, and student-centered environment. Exhibit flexibility, innovation, and current technology proficiency to support departmental operations and the College mission.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Bachelor's degree in a related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation required; Master's degree preferred.
- Minimum of five (5) years of related work experience required, preferably in career services, workforce development, or employer relations.
- Strong communication, relationship management, and leadership skills.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).