



JOB DESCRIPTION

TITLE: Director of Workforce Training and Education Programs

UNIVERSITY/SCHOOL/DEPT: Advancement and Marketing

DATE PREPARED: November 2018

REPORTS TO: Vice-president of Marketing and Advancement

FLSA: Exempt

POSITION SUMMARY:

The Director of Workforce Training and Education Programs is responsible for the management of all aspects of Heritage University's workforce offerings, assuring a comprehensive range of high quality training opportunities. The Director works with business, industry, and government to plan, design, implement, promote and evaluate training programs in the region.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Outreach:
 - a. Plan, design and implement strategies to identify new clients and promote Heritage University training programs. Activities include but are not limited to calling on companies for the purpose of establishing a client relationship, responding to inquiries, networking through business meetings, developing proposals and contracts.
 - b. Provide assistance to companies in developing proposals for grant funding in the area of training plans.
 - c. Represent the University to further the mission of the Workforce programs.
2. Needs Assessment:
 - a. Develop systems for conducting training needs assessment with clients.
 - b. Develop comprehensive training plans based on needs assessments.
3. Training Curriculum design and implementation
 - a. Lead efforts in developing the training designs for companies based on the results of the needs assessments.
 - b. In collaboration with clients, lead the implementation of training programs.
4. Lead an evaluation processes to demonstrate learning gains to clients. This may include pre and post testing or other evaluative measures.
5. Through business relationships, develop internship opportunities for Heritage University Academic program students.
6. Through business relationships develop career/job placement opportunities for Heritage University graduates.
7. Participate in and supervise the preparation and recommendation of detailed budgets, with revenue and cost estimates, for functions supervised. Establish and maintain budgetary control of functions supervised.
8. Uphold the University Mission.
9. Maintain confidentiality of information exposed to in the course of business in compliance with FERPA regulations.
10. Other duties as necessary to assure the success of the Workforce Training and Education operation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. Knowledge:

- Master's degree required with 5 years of increasing responsibility and experience in educational settings. Doctoral degree preferred.
- Three years of competitive sales and/or marketing experience.
- Experience in designing curricula.

B. Skills:

- Demonstrated success in team-oriented managerial skills.
- Strong interpersonal skills and entrepreneurial attitude.
- Demonstrated strong oral and written communication skills.
- Ability to relate to business, industry and government executives.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948